

How to apply for an Education, Health and Care Assessment.

A. FOR PARENTS: Is your child in a nursery, school or college setting?

(i) If you have concerns about your child's special educational needs or disability needs, your first point of contact should be the school or setting. You may speak to the class teacher, tutor, SENCO, Headteacher or key worker. The school or setting should discuss these concerns with you and complete an assessment of your child's needs themselves or request an assessment from another professional. An action plan should then be put in place and a review held with yourself and your child to see if this has helped your child to make progress. The Graduated Approach will be followed to support your child's needs following an Assess, Plan, Do, Review process, as recommended by the Code of Practice.

If progress has not been made or if it is very slow, the school may arrange a meeting with yourself and an assessment coordinator to discuss whether a request should be made to the local authority for a statutory assessment of needs. The assessment coordinator can also signpost other forms of advice and support which are available through the Local Offer.

An application for statutory assessment should include the following documents, which you can work on alongside staff from the school or setting, or with the assessment coordinator:

- A one page profile or pen portrait for your child, which will describe all their strengths and difficulties, means of communication, aspirations etc
- Parent voice – this is your opportunity to state your concerns
- Pupil voice – this is your child's opportunity to let people know what is important to them, and to describe their own concerns

The school or setting will complete an application form and send it to the Local Authority along with the forms detailed above and any professional reports regarding your child. These will then be considered by the Partnership Group.

You will be notified of the decision of the Partnership meeting within 6 weeks of the Local Authority receiving the application from your child's educational setting.

(ii) A parent is entitled to make an application for statutory assessment in their own right. If you feel that this is necessary you should write to the SEN Assessment Team, 3rd floor, Rutland House, Halton Lea, Runcorn, WA7 2GW. In your letter you should state that:

- you are making this request in accordance with section 36 of the Children and Families Act 2014
- describe the reasons why you feel it is necessary to request statutory assessment of your child's needs
- attach any relevant documents or reports

There is an application form you can complete if this would assist and this can be requested from the address above, or downloaded from the Halton Local Offer website. Upon receipt of your application a Partnership Meeting will be arranged. You will be notified of the decision of the Partnership meeting within 6 weeks Please see guidance notes, "Parental Guidance for EHC plan" for further information.

B. FOR A YOUNG PERSON: If you are over the age of 16 but under the age of 25

If you have a special educational need or disability and feel that you need an Education Health and Care plan to support you in education, employment or training, you can apply to the Local Authority for a statutory assessment of your needs.

You should write to the SEN Assessment Team, 3rd floor, Rutland House, Halton Lea, Runcorn, WA7 2GW. In your letter you should state that:

- you are making this request in accordance with section 36 of the Children and Families Act 2014
- describe the reasons why you feel it is necessary to request statutory assessment of your needs
- attach any relevant documents or reports

There is an application form you can complete if this would assist and this can be requested from the address above or downloaded from the Halton Local Offer website. Upon receipt of your application a Partnership Meeting will be arranged. You will be notified of the decision of the Partnership meeting within 6 weeks. Please see "Young Person's guidance for EHC plan for further information.