




Somerset SENDIAS
Special Educational Needs and Disability
Information, Advice and Support (0-25)

Asking for an Education, Health and Care Plan (EHC) needs assessment

 This guide is about asking for an EHC needs assessment as a parent/ carer. It tells you how to apply.

It also has tips about what information to include and what to do if the needs assessment is for a young person age 16 to 25.

What do I need to do before applying for an EHC Plan?

Before you start applying, it's a good idea to collect all the information you'll need (this includes reports from professionals involved) This is information gathered in the last 6 months to a year but can include information that is older particularly if it is a diagnosis. If you miss anything at this stage don't worry, you can also add information later when the assessment process starts.

How do I apply for an EHC needs assessment?

As a parent/ carer or guardian, you can apply for an EHC needs assessment for your child or young person. Your child's nursery, school or college can also apply, but you don't both need to do it. You don't need to ask for the setting's permission or agreement if you want to apply, but it does help to work together with your child's setting if you can. You can apply for an EHC needs assessment by:



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- Writing directly to the SEN 0-25 team at County Hall, Taunton, TA1 4DY. Telling them you would like your child to be assessed.

<https://sometersend.org.uk/wp-content/uploads/2019/07/EHC-request-letter.docx>

- Emailing the SEN 0-25 team with your request to:
SENDassessmenthub@somerset.gov.uk

If you send a letter or email, make a copy before you send it, so you've got a record.

You can;

- Ask a friend or family member to complete the application with you or for you
- Ask a friend or family member to write a letter or email for you, asking for a needs assessment. If they can write down why you think your child needs an assessment too, that will help.
- Contact us to ask for help to make the request.

What happens next?

Once you have sent your letter off to the SEN 0-25 team, they will send you an appendix A. There are two different forms.

Parents, and child views for under 16

<https://sometersend.org.uk/wp-content/uploads/2019/07/Appendix-A-Parent-Child-Views.doc>

OR

Young Adult views for post 16.

<https://sometersend.org.uk/wp-content/uploads/2019/07/Appendix-A-Young-Person-Views.doc>

These documents can either be electronically filled in or you can request a copy by post.

Once the form is filled in and it is sent back this will start the EHC process, which is a 20-week process.

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The Hollies Children's Centre, South Street Taunton, TA1 3AG
01823 355578 SomersetSENDIAS@somerset.gov.uk www.sometersend.org.uk



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Filling in the Appendix A

Step 1

Page 1 and 2 is basic details. The first section is for you child/young person and the bottom section is for parents/carers. You can put both or either parent and that includes if you live separately. It is however really important that you select if you have parental responsibility or not, without this information the EHC will be delayed in being started.

Step 2

On page 3 - tick all the professionals that are involved with your child. If you have any private professionals, then please list their names and contact details.

Step 4

Don't forget to sign and date the document as without your consent they are unable to start the process or collect reports from the professionals involved with your child/young person