

# Education, Health and Care needs assessment: information for parents and carers

Most children and young people with special educational needs or disabilities will have their needs met by the usual resources available in mainstream settings.

If your child has received support in school and is not making progress, they may need an Education, Health and Care needs assessment (EHCNA) to decide whether they need an Education, Health and Care plan (EHC plan).

Before a decision is made about whether a child or young person needs an EHC plan, an EHCNA must be completed. We'll ask for advice and information from education, health and social care professionals.

## How to request an Education, Health and Care needs assessment

To help us make our decision, we expect education settings to have implemented any actions and interventions that have been identified for your child at the SEN support stage. We also want to see evidence that the settings have monitored the impact of these interventions. [Ordinarily Available Provision](#) tells you what resources should be available for children and young people in mainstream education settings.

To request an EHCNA, we ask that the following documents are completed as part of the request:

- [EHCNA request form](#)
- [family views form](#)
- [child or young person's views form 1](#) or [child or young person's views form 2](#) (the child or young person can choose which form they'd like to fill in)
- support plan, because this will support the application (see the support plan templates on [Guide to SEND support for education settings](#))

## What happens when we get your request for an EHC needs assessment

We'll email you to tell you that we've recorded your request, and the 20 week statutory process begins.

In line with the [SEND code of practice](#), we'll tell health and social care services, the child's education setting and the child's family that the request has been made.

We have up to six weeks to give a written decision about whether an EHC needs assessment will be completed.

# Education, Health and Care needs assessment request form guidance

## 1. About this request

This section tells you how to fill in the request form. This information includes the name of the person completing the request form.

## 2. Details of child or young person

Provide the personal details of the child or young person. This means that we can contact the child or young person if we need to.

## 3. Details of Parents/Carers or person with Parental Responsibility

Provide the personal details of both parents or the person with parental responsibility.

## 4. Education setting details

If known, provide information including the name and email address of key contacts.

## 5. Reasons for request

When you give reasons for requesting an EHC needs assessment, include details about:

- diagnosis (if any)
- special educational needs and disabilities
- current support in school
- your views and reasons for the request

## 6. Is anyone else working with the child or young person

List the professionals who are or have been involved in supporting the child or young person. These could be education, health and social care professionals. If available, provide recent (within 12 months) professional reports.

## 7. Please highlight the documents you've included with this request

This is where you state which documents have been included with the EHC needs assessment request.

## 8. Parental and young person consent

This explains that we have a safeguarding duty to share the information gathered if there are safeguarding concerns.

## 9. Consent declaration for parents, carers and young people

This is where you as a parent or carer give your consent to the request. Sign the request form. If the young person is 16 years old or older, you'll also need to support them to sign the request form in pen.

## 10. Where to send the completed form

Send the completed form with all the supporting paperwork to [sen@bristol.gov.uk](mailto:sen@bristol.gov.uk)