

PRIVATE AND CONFIDENTIAL

Your Address

SEN Manager
Children's Services
Special Educational Needs
Shute End
Wokingham
RG40 1BN

By email to: sen@wokingham.gov.uk

Date

- REQUEST FOR EHC NEEDS ASSESSMENT -

Dear Sir or Madam

Child's name and date of birth
Name of school

I am writing **[as the parent of the above child/on behalf of the above young person]** and wish to request an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014.

I believe that **[name]** is entitled to such an assessment because **he/she** has or may have special educational needs and it may be necessary for special educational provision to be made through an EHC plan in order to meet their needs.

[Set out here details of:

- **the child or young person's special educational needs**
- **what steps the school or educational institution have taken to date to meet the child or young person's special educational needs including any provision any additional intervention or support provided**
- **rates of progress / attainment and why you think the child or young person is not making expected progress**
- **and where appropriate the provision that you think that they might need for example any support that has been recommended which is beyond what the school can provide]**

I am enclosing the following evidence in support of my request:

[List here any evidence that you wish to be considered:

- **Eg reports from school/college or professionals identifying SEN or recommending particular support**
- **evidence that the child or young person is not making progress despite the school or college putting interventions in place (eg provision map or support plans)**
- **Letters from medical or other experts**
- **Evidence of any exclusions]**

I confirm that an EHC needs assessment has not been undertaken during the previous six months.

In making this request I am aware that you will need to seek advice from the relevant agencies to help you make a decision as to whether the Local Authority believes a needs assessment is required. I understand that this decision will take up to six weeks to allow for information to be gathered and a decision made and I look forward to hearing your decision by **[insert date 6 weeks from the date of the letter]**. I am happy to supply any further information or clarify any questions you may have. The best way to contact me is by **(home telephone/email)**.

I would be grateful if you could acknowledge this request straight away so that I know it has been received.

.

Yours faithfully

Name