

EHCP Needs Assessment Request Letter

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[Your full name]

[Your address, line 1]

[Your address, line 2]

[Postcode]

[Email address]

[Phone number]

[Date]

SEND Team / Statutory Assessment Team

[Name of Local Authority]

[LA address]

[Postcode]

Sent by email to: [SEND team email]

Dear SEND Team,

Re: Request for an Education, Health and Care needs assessment for [Child's full name], date of birth [DOB]

I am the parent/carer of [Child's name], who attends [School name] in Year [X]. I am writing to formally request that [Local Authority name] carries out an Education, Health and Care (EHC) needs assessment for my child under Section 36 of the Children and Families Act 2014.

The legal test

Section 36(8) of the Children and Families Act 2014 requires the local authority to carry out an EHC needs assessment where it is of the opinion that:

- (a) the child or young person has or may have special educational needs, and
- (b) it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan.

The threshold is deliberately low. The SEND Code of Practice (2015), paragraph 9.14, confirms that the LA must consider the request even where the child is not yet receiving SEN Support, and that an assessment should not be refused simply because the child is making some progress.

My child's special educational needs

[Describe your child's difficulties in clear, concrete terms. Cover: communication, learning, social/emotional, sensory, physical, behaviour. Give examples — not labels. For example: 'X cannot follow two-step instructions without adult prompting' rather than 'X has language difficulties'.]

[Diagnoses received and from whom, e.g. autism diagnosis from [Trust] on [date]. If awaiting diagnosis, say so.]

Why current provision is not meeting my child's needs

[Describe what the school is currently doing — SEN Support, interventions, adjustments — and explain why it is not enough. Include data where possible: attendance, progress against targets, behaviour incidents, time out of class, distress at home.]

[If the school agrees more is needed, quote them or attach their letter.]

The impact on my child

[Describe the impact on learning, wellbeing, friendships, and family life. Be honest about distress, anxiety, school refusal, regression or safeguarding concerns.]

Formal request

For the reasons above, I am formally requesting that [Local Authority] carries out a statutory EHC needs assessment for [Child's name] under Section 36 of the Children and Families Act 2014.

I understand that under the SEND Regulations 2014, the local authority must notify me of its decision within six weeks of receiving this request.

Evidence enclosed

- [School reports / SEN Support plan / IEP]
- [Educational Psychologist report, if any]
- [NHS reports — paediatrician, SALT, OT, CAMHS]
- [Diagnostic letters]
- [Attendance record]
- [Examples of my child's work, if relevant]
- [A letter of support from school, if available]

Reasonable adjustments

[If you need the LA to communicate with you in a particular way — large print, email only, an interpreter — say so here.]

Please confirm receipt of this letter and the date by which I should expect your decision.

Yours faithfully,

[Your full name]

Parent/carer of [Child's name]