**[Change the text in brackets/red to information about you and your child. Delete any instruction text highlighted in yellow before you send the letter or email]**

**Private and Confidential**

**[Your house number and street name**

**Your town**

**Your postcode**

**Your email address]**

SEN Team,

2nd Floor North,

Hove Town Hall

Norton Road

Hove

BN3 3BQ

sen.team@brighton-hove.gov.uk

**[Today’s date]**

Dear Sir / Madam,

**Request for an EHC Needs Assessment**

**Re: [Your child’s name and their date of birth]**

I am the parent of **[child’s name]** and am writing to request an assessment of their Education, Health and Social Care needs under section 36(1) of the Children and Families Act 2014. [**Child’s name]** currently attends **[name of** **nursery/school/college OR is out of nursery/school/college.]**

I believe that **[child’s name]** has or may have special educational needs**. [Say if you have asked for your child to be referred for assessments, this is underway, or they have a diagnosis. Give the name and contact details of anyone who has written a report about your child. Add information about what is difficult at nursery, school or college.**

**Say if you know your child is getting extra help at school and add as much as you can about what help they are getting. Say if you know that other professionals, such as BHISS, are helping the school to support your child. If your child has lots of support but it is not working, say so.**

**Say if your child is too anxious to go to school and how long this has been a problem. Say if your child has been suspended and how many times it has happened. If the school has said they can only come in for some of the day or week then say so and how long this has been happening.]**

I believe that the local authority should carry out an EHC needs assessment to determine the full extent of [**child’s name’s]** needs and because it may be necessary for an Education, Health and Care plan to be put in place.

I understand that you are required by law to reply to this request within six weeks, and that if you refuse, I will be able to appeal this decision to the First-tier Tribunal (SEND).

I look forward to hearing from you.

Yours faithfully,

**[Add your name here]**

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| --- |
| **USEFUL EVIDENCE:**Many parents ask what information they should send to support their request. This letter should be sufficient, as the Children and Families Act 2014 section 36(8) is the **only legal test** that should be applied when the local authority decides whether to carry out an assessment. It says: The local authority must secure an EHC needs assessment for the child or young person if, after having regard to any views expressed and evidence submitted, the authority is of the opinion that—1. the child or young person has or may have special educational needs, and
2. it may be necessary for special educational provision to be made for the child or young  person in accordance with an EHC plan.

Although, legally, it is not vital to include additional information, it can **help the local authority to understand your situation** and make their decision. You might want to send: * recent reports from professionals about your child’s special educational needs and disabilities, if available
* information or documents from school, such as recent individual education plans (IEPs) or additional needs plans (ANPs), progress reports, attendance records if they are struggling to attend and/or emails from the school about their SEN.
* if your child is finding it difficult to go to school, you could also include information about how long this has been happening along with information about how many days or hours they are managing each week.

Please note, your child **does not need a formal diagnosis** to have an EHC Needs Assessment. |