Suggested format for requesting an
Education Health and Care (EHC) needs assessment

Please note:

Your request can be sent by email or post. Richmond and Kingston SENDIASS can give you the email or postal address.

You only need to give brief details under the bullet points below, as you will be given the opportunity to provide more information about your child when your request is acknowledged by the Special Educational Needs (SEN) Service.

You do not need to follow all of the suggestions made below. Please feel free to leave out any parts that do not apply for your child.

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Dear Sirs

Re: *(your child's first and last name, date of birth and the name of their school)*

I am writing as the parent of the above child to ask you to carry out an EHC needs assessment of his/her special educational needs.

- My child has the following special educational needs: *(briefly describe)*

- S/he has a diagnosis of..... *(if your child has a diagnosis, add relevant info)*

- Or – he/she is being assessed for ….

- This diagnosis/these traits affects him/her in the following ways... *(add relevant info)*

- xxxx has difficulty with.....

  (describe how his/her difficulties affect his/her education, in the areas of reading, writing and numeracy, social or physical skills, emotion and behaviour, as applicable)

- S/he has received the following additional support in school…..

  (list the extra help s/he has received in school. Say if external services have assessed or supported your child, e.g. educational psychologist (EP) or dyslexia teacher).

- xxxx has also received support from: …..

(say if other professionals have assessed your child or provided support e.g. CAMHS, or other medical specialists).

However, my child is likely to need more help than the school is able to provide from within its own resources because: …..

(say if you are particularly worried about your child's progress and/or behaviour. Mention any evidence for this, e.g. recent exclusions, signs of anxiety, school reports, national curriculum levels, achievement in tests).

Yours faithfully,

(your name)