

# The Bexley Local Authority Education Health & Care Needs Assessment Request Form 2022

PARENT CARER PROMPTS TO HELP COMPLETE THE REQUEST FORM



CO-PRODUCED BY BEXLEY INFORMATION, ADVICE  
& SUPPORT SERVICE (IASS) PARENT CHAMPIONS  
AND THE BEXLEY LOCAL OFFER



# The Education Health and Care Needs Assessment request forms

2

## SEND Code of Practice 2015

### SEND Code of Practice 2015 -

#### Chapter 9.1 (page 141) –

The majority of children and young people with Special Educational Needs or Disabilities (SEND) will have their needs met within local mainstream early years settings, schools or colleges.

Some children and young people may require an Education, Health and Care (EHC) Needs Assessment in order for the local authority to decide whether it is necessary for it to make provision in accordance with an Education, Health and Care (EHC) plan.

#### Chapter 9.6 (page 143) –

An EHC needs assessment will not always lead to an EHC plan. The information gathered during an EHC needs assessment may indicate ways in which the school, college or other provider can meet the child or young person's needs without an EHC plan.

**For more information about the SEND Code of Practice 2015:**

**<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>**

# The 2 separate Education Health and Care Needs Assessment request forms for children and young people aged 0-25

3

Request form for an EHC Needs Assessment by a parent, carer or professional for a child or young person aged 0-25.

The thumbnail shows the top of the request form. It includes the Bexley logo and the website address www.bexley.gov.uk. The main heading reads: "Request for an Education, Health and Care Needs Assessment for a child or young person aged 0-25, who is currently living in the London Borough of Bexley." Below this, there is a box containing text from the SEND Code of Practice 2015, specifically Chapter 9.1 and 9.6, which discusses the majority of children with SEND having their needs met in mainstream settings and the purpose of an EHC needs assessment. A URL for more information is provided at the bottom: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.

Request form for an EHC Needs Assessment by a young person aged 16-25 who wishes to complete their own request.

The thumbnail shows the top of the request form. It includes the Bexley logo and the website address www.bexley.gov.uk. The main heading reads: "Request for an Education, Health and Care Needs Assessment by a young person aged 16-25, who is currently living in the London Borough of Bexley." Below the heading is a circular graphic with the text "WHAT LIFE IS LIKE FOR ME" and illustrations of a person with a wheelchair, a person with a hearing aid, and a person with a dog. Below the graphic, there is a box containing text from the SEND Code of Practice 2015, specifically Chapter 9.1 and 9.6, which discusses the majority of children with SEND having their needs met in mainstream settings and the purpose of an EHC needs assessment. A URL for more information is provided at the bottom: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>. A note at the bottom states: "Please note that if you are currently studying a Level 4 course, an EHC needs assessment will not take place - support must be sought directly from the further education setting."

Ensure you are completing the correct request form

You can download a word document version (to complete on a computer) or a PDF version (to download, print and complete by hand)

Download from the Bexley Local Offer:  
<https://www.bexleylocaloffer.uk/Services/2317>

# To support your understanding of Special Educational Needs and Disability Terminology

To further support you, visit the Bexley IASS website for more information on:

- Acronyms & Terminology used in when referring to Special Educational Needs and Disabilities
- Myth Busters
- SEND Law, Regulations and Guidance

Click on the link to view the website page



[https://www.bexleyiass.co.uk/  
myth-busters/](https://www.bexleyiass.co.uk/myth-busters/)

## Understanding your rights

### Bexley IASS

Welcome to the Bexley Information Advice & Support Service (IASS)

IASS is an impartial & confidential service offering information, advice and support to parents and carers of children with Special Educational Needs and/or Disabilities (SEND) and young people with SEND up to 25 years.



# The Education Health and Care Needs Assessment request forms

## Introduction information

Introduction.....	3
Do I need to complete this request form? .....	3
Who can complete this request form? .....	3
I am a young person aged 16 - 25. How do I request a Needs Assessment? .....	3
Where can I get more information about EHC Needs Assessment requests?.....	3
How will this request be processed? .....	4
How can this request be submitted? .....	4

Please read the introduction section **before** completing the request form

Find out more on the Bexley IASS website:  
[www.bexleyiass.co.uk/information-and-advice/education/](http://www.bexleyiass.co.uk/information-and-advice/education/)

Find out more on the Bexley Local Offer website:  
[www.bexleylocaloffer.uk/Services/2317](http://www.bexleylocaloffer.uk/Services/2317)

## Do I need to complete the request form or can I send in a detailed request letter?

Parents, carers and young people **do not need** to complete the EHC Needs Assessment Request form in order to request an EHC Needs Assessment.

A letter with detailed information about the child/young person's educational needs and the reasons an EHC Needs Assessment is being requested, can be sent to Bexley Local Authority as an alternative to the request form.

However, completing the request form will enable Bexley Local Authority to gather as much information as possible to support the decision-making process.

If you do not include enough detailed information in your letter, your request may be returned due to lack of information or you may be sent the request form to complete to gather more information.

**Visit the Bexley IASS website for more information and a template request letter from IPSEA:**  
**<https://www.bexleyiass.co.uk/information-and-advice/education/>**

# Section 1: Child's information - self-explanatory

7

Section 1: Child/Young Person's information
Child/young person's first name:
Child/young person's surname:
Child/young person's preferred name (would like to be known as):
Home address (including postcode):
Date of birth:
Gender at birth / Identify as:
Ethnicity:
Primary language:
Other languages spoken/used at home:
Is the child/young person registered with a Bexley General Practitioner (GP)? <b>Yes / No</b>
Is the child/young person registered with a General Practitioner (GP) in a different borough? <b>Yes / No</b>
Please tell us the GP Contact Details: (GP's name, medical practice name, address and telephone number):

For example: the child's name is William but prefers to be called Billy.

You can find contact details for GP's in Bexley here:  
<https://careservices.bexley.gov.uk/Search?CategoryId=198>

## Section 2: Parent/Carers information - self-explanatory

Section 2: Parent/Carer's information	
Parent/Carer 1	Parent/Carer 2
First name:	First name:
Surname:	Surname:
Relationship to child/young person:	Relationship to child/young person:
Do you hold parental responsibility for the child/young person? Yes / No	Do you hold parental responsibility for the child/young person? Yes / No
Home address including postcode: (If different to the child/young person address above)	Home address including postcode: (If different to the child/young person address above)
Telephone number (home):	Telephone number (home):
Telephone number (mobile):	Telephone number (mobile):
Email:	Email:
Do you have any disabilities or additional needs that require alternative/different forms of communication or access arrangements? Yes / No If yes, please state:	Do you have any disabilities or additional needs that require alternative/different forms of communication or access arrangements? Yes / No If yes, please state:

Parental Responsibility (PR) is normally held by the mother and/or father.

For more information about PR visit the

Child Law website:

<https://childlawadvice.org.uk/information-pages/parental-responsibility/>

Please state if you (the parent/carer) have a disability or learning difficulty/disability that requires a different type of communication and if you require any reasonable adjustments

## Section 3: Parental Responsibility information - self-explanatory

9

### Section 3: Other parental responsibility information

Is there anyone else that holds parental responsibility for the child/young person? Yes / No

If yes - what is the relationship to the child/young person?

What is their name, telephone number and email?

Is the child/young person currently looked after by the Local Authority (for example - in foster care)? Yes / No

If yes - which Local Authority?

Note: If the child/young person is currently look after by a Local Authority, then signed consent from the child/young person's social worker must be gained.

Parental Responsibility (PR) is normally held by the mother and/or father.

For more information about PR visit the Child Law website:

<https://childlawadvice.org.uk/information-pages/parental-responsibility/>

If a child is looked after by the Local Authority (for example: in foster care), the child's allocated social worker must sign the consent form.

## Section 4:

# What are the main reasons for requesting an EHC Needs Assessment?

## Question 1 - What are the child/young person's main barriers to learning?

10

### Section 4: What are the main reasons for requesting an EHC Needs Assessment?

What are the child/young person's main barriers to learning?

Consider here what you know to be the difficulties your child has at school

If you have any diagnosis reports or clinical professional's reports, what have they have stated regarding the barriers to your child's learning.

Make reference to the 4 broad areas of SEN Needs:

Speech, Language and Communication

Cognitive Skills

Social, Emotional and Mental Health

Sensory and Physical development

(See slide 17 for more information on these areas of need)

## Section 4:

What are the main reasons for requesting an EHC Needs Assessment?

Question 2 - How do the child/young person's special educational needs impact on their daily learning and progress?

11

### Section 4: (Continued)

How do the child/young person's special educational needs impact on their daily learning and progress?

Do you know your child's academic levels in comparison to their peers? The school will be able to provide the specific levels).

However, are you aware of how your child is learning in line with their peers in all areas?

What do they struggle with specifically?

Is there a particular subject they need help with?

Do they need support with their social communication skills?

Does your child have any health or social care needs that impact their daily learning?

## Section 4:

# What are the main reasons for requesting an EHC Needs Assessment?

## Question 3 - What is important for the child/young person? (parent/carer and professional views)

12

### Section 4: (Continued)

What is important for the child/young person? (parent/carer and professional views)

For example - communication method, sensory toys, routine, continuity of support etc

What does your child need to ensure their needs are met in school and they can access education successfully?

If you have professional reports, this will be listed on those reports.

Describe how you meet your child's needs at home.

Ensure you touch on the 4 areas of need, not just learning: (covered in Section 6 of the form in depth):

Cognitive skills

Communication & Interaction

Social Emotional needs and,

Physical needs.

The child's views are very important as ultimately the EHCP is their document.

For more information on how to capture your child's views download a One Page Profile to discuss with your child.

Find out more about One Page Profiles and download templates from the Bexley Local Offer:

<https://www.bexleylocaloffer.uk/Services/2332>

## Section 4:

### What are the main reasons for requesting an EHC Needs Assessment?

#### Question 4 - What are the parent/carer views on their child/young person's special educational needs?

13

#### Section 4: (Continued)

What are the parent/carer views on their child/young person's special educational needs?

What needs do you see and how do you support your child at home?

Is this different to at school?

What does your child tell you about school and what is not working for them?

## Section 4:

What are the main reasons for requesting an EHC Needs Assessment?  
Question 4 - What are the parent/carer aspirations for the future of their child/young person?

### Section 4: (Continued)

What are the parent/carer aspirations for the future of their child/young person?

An aspiration is a hope or ambition of achieving something.

What do you want your child to be able to do over the next year?

What aspirations do you have for them in the longer term?

It can be a small or a big aspiration

## Section 5: All About Me

Your child/young person's opportunity to voice their views and their aspirations.

### Section 5: All About Me

The views, interests and aspirations of the child/young person for their future.

Please ensure you are seeking and capturing the views of the child/young person and ensure that they are not your own views.

Please tick one of the following statements:

- The child/young person completed this section independently
- The child/young person completed this section with help from an adult
- An adult who knows the child/young person completed this section on their behalf

This is their opportunity to say what works well for them and what doesn't. Take some time to complete this section as the child/young person may find some questions difficult to answer. Some examples are on the next page/slide.

All About Me: To be filled in by the child/young person (with support if needed) or by an adult who knows the child/young person well.

## Section 5: All About Me (continued)

Examples of your child/young person's views and their aspirations.

Sitting at the back of a classroom listening to a ticking clock is not working well for me

I don't like making eye contact or being touched

I want to travel to secondary school on my own

My parents, dog and computer are important to me and my special drinking cup

My sensory box is important to me as I need a fidget toy

### Section 5: All About Me

The views, interests and aspirations of the child/young person for their future.

Please ensure you are seeking and capturing the views of the child/young person and ensure that they are not your own views.

I need help with following information on the whiteboard

I am good at drawing pictures as I find it helps me get my thoughts out

I communicate by pointing at pictures and using sign language

What I would like to achieve... I would like to make friends, I don't like being in the playground on my own and I want to be better at maths so I can work in a shop one day

**Section 6: Brief description of the child/young person's strengths and difficulties/needs:**  
To be completed by the parent carer if the information is known OR the nursery, school or college if your child/young person is attending

**Category 1 - Speech, language and communication:**

**Communicating and interacting**

For example, where children and young people have speech, language and communication difficulties which make it difficult for them to make sense of language or to understand how to communicate effectively and appropriately with others.

**Category 2 - Cognitive skills - thinking and learning**

For example, where children and young people learn at a slower pace than others their age, have difficulty in understanding and/or organisation and memory skills, or have a specific difficulty affecting one particular part of their learning such as in literacy or numeracy.

**Category 3 - Social, emotional and mental health:**

For example, where children and young people have difficulty in managing their relationships with other people, are withdrawn, or if they behave in ways that may hinder their and other children's learning and/or that have an impact on their health and wellbeing. (Pastoral care)

**Category 4 - Sensory and physical development, including self-help and independence**

For example, children and young people with visual and/or hearing impairments, or a physical need that can give rise to difficulties in accessing learning without appropriate support and equipment.

## Section 7: Education and Attendance

To be completed by the parent carer or the nursery, school or college if your child/young person is attending

### Section 7: Education and Attendance

Name of the **current** educational setting (early years/childminder, nursery, school, college, post 16/19, alternative provision):

Address:

Dates attended:

Attendance percentage (current and previous years if known) %:

Additional information if relevant: (such as exclusions/part time attendance with dates)

What educational setting does the child/young person attend now?  
For example, this can be a nursery, school or college.

When did they start attending?

You may be able to find this information on a recent school/college report or you can ask the school/college.

Additional information if relevant. This can include part time/reduced timetables and exclusions

# Section 8: Education - Who is the child/young person already known to and/or supported by? To be completed by the Parent Carers

**Section 8: Education - Who is the child/young person already known to and/or supported by?**

Please tell us about the teams, professionals or services involved in supporting the child/young person within their education. Include any recent reports (with dates) you already have.

Please tick where relevant

**Use a tick to indicate what support your child is currently receiving or has received in the past**

Professionals / Services	Not known to this service	Known to this service and awaiting an assessment	Previously known but no involvement in last 12 months	Date of involvement if within the last 12 months	Date of the most recent report. Is the report included?

Please note – there is a separate section for health service information.

Gather any professional reports your child/young person may have and take copies to submit with the request form.

**Section 9: For children aged under 5 only.  
Early Years Foundation Stage only – Development and Progress  
To be completed by the child’s childminder/early years/nursery setting if attending**

**Section 9: Early Years Foundation Stage only – Development and Progress**

The stages of development and level of progress made by the child.

Only to be completed by the child’s childminder/early years/nursery setting if attending.

Early Learning Goals	Term 1	Term 2	Term 3
Physical development			
Communication and language			
Personal, social and emotional development			

This information is normally completed by the child’s childminder or early years nursery setting if attending. You can ask the setting to complete this section.

You may know this information if your child is home educated (EHE).

## Section 10: For school children aged 5-16 only.

### Current years attainment

To be completed by the parent/carer if known OR the child/young person's school setting.

#### Section 10: School aged children only - Current years attainment

Education, attainment and progress made by the child/young person if they attend a school setting.

To be completed by the parent/carer if known OR the child/young person's school setting.

Please also highlight if these levels are **supported** or **unsupported**.

Age Related Expectations (ARE)	Reading	Writing	Maths

This information is normally completed by the education setting.

You can ask the setting to complete this section.

You may know this information if your child/young person is home educated (EHE).

## Section 11: Evidence of the Graduated Approach used in the educational setting

22

To be completed by the nursery, school or college if your child/young person is attending

### Section 11: Evidence of the Graduated Approach used in the educational setting

Only to be completed by the child/young person's education setting if attending.  
Please include any SEND Support Plans as further evidence of your Graduated Approach.

Graduated Approach	Assess - Impact of identified need on learning	Plan - Objectives set	Do - Interventions tried or currently in place	Review - Progress and outcomes	Resource and costing

The Bexley Local Offer has information about the Graduated Approach (Assess, Do, Plan & Review):  
<https://www.bexleylocaloffer.uk/Services/5427>

This information is normally completed by the education setting. You can ask the setting to complete this section.

You may know this information if your child/young person is home educated (EHE).

## Section 12: Health Information To be completed by the Parent Carers

### Section 12: Health Information

Does the child/young person have any formal diagnosis or long-term medical condition? If yes, please provide details:

Who is supporting the child/young person with this and what is currently in place to meet this need?

Date of the most recent health report/s?

Is the report/s included? **Yes / No**

For example: Community Paediatrics Service, Community Nursing Service, GP, Hospital Consultant, Hearing/Visual Impairment services

Gather any professional reports your child/young person may have and take copies to submit with the request form.

## Section 13: Health Services – Who is the child/young person already known to? To be completed by the Parent Carers

### Section 13: Health Services - Who is the child/young person already known to?

Please tell us about the teams, professionals or services involved in supporting the child/young person with their health needs. Include any recent reports (with dates) you already have.

Please tick where relevant

Professionals / Services -	Not known to this service	Referred (known to this service) and waiting for an assessment	Previous involvement but now discharged	Date of involvement if within the last 12 months	Date of the most recent report. Is the report included?

Please note – there is a separate section for education service information.

Gather any professional reports your child/young person may have and take copies to submit with the request form.

## Section 14: Social Care Information

### Who is the child/young person already known to? To be completed by the Parent Carers

#### Section 14: Social Care Information

Does the child/young person have an allocated Social Worker? **Yes / No**

If yes – what is their name, email and telephone number?

Is your family supported by the Family Wellbeing Team and has a key worker in place? **Yes / No**

If yes – what is their name, email and telephone number?

Is the child/young person currently on a Child in Need Plan: **Yes / No**

Is the child/young person currently on a Child Protection Plan? **Yes / No**

Is the child/young person subject to a Care Order or any other order such as Special Guardianship?

**Yes / No**

For example, your child will have an allocated Social Worker if they are supported by the Children with Disabilities service.

Gather any professional reports your child/young person may have and take copies to submit with the request form.

# Section 15: Relevant family history

## Who is the child/young person already known to?

### To be completed by the Parent Carers if relevant

26

#### Section 15: Relevant family history

Please provide any relevant information that you feel is appropriate for this request.  
Please do not include any personal identifiable information about other adults such as their names or medical details.

Education setting:

Form tutor or class teacher  
SENCO  
TA or LSA

Home and the wider family:

Family Members  
Friend of the family

In the social community, friends and relationships:

Scouts, Guides or similar groups?  
Church activities and church groups?  
Volunteering activities?  
Members of community groups such as SNAP, GOTS, Active Horizons or Galaxy?

Provide any relevant information that you feel is appropriate for this request.

Do not include any personal identifiable information about other adults such as their names or medical details.

## Section 16: Discussions with other education, health or social care professionals

To be completed by the Parent Carers or the education setting

27

### Section 16: Discussions with other education, health or social care professionals

Please complete the relevant sections:

Ensure you make the LA aware of any discussions with Education, Health or Social Care Professional's regarding your child's needs and when those discussions happened

Has this request been discussed at an Early Intervention Team Planning Meeting or if you are an Early Years setting, with your Early Years Officer/Adviser? **Yes / No**

If yes, please provide details including date/s:

If you are unsure whether the school has made a referral to the Local Authority in the past, or the outcome, please check with the school to ensure you add the details here.

Have you (as the parent carer), discussed this EHC Needs Assessment request with any education, health or social care professionals?

You can find out more about the Bexley Early Intervention and Specialist Advice Service (EISAS) on the Bexley Local Offer:  
<https://www.bexleylocaloffer.uk/Services/5478>

## Section 17: Who is the person completing this request form? To be filled in by person submitting this EHC Needs Assessment request

### Section 17: Who is the person completing this request form?

I am the **parent/carer** named in section 2 of this form: **Yes / No**

Name:

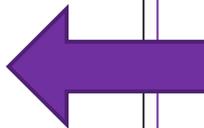
Or

I am an **education, health or social care professional** and my details are below: **Yes / No**

Have you discussed and sought consent for this EHC Needs Assessment request with the person/s with parental responsibility or the young person if aged 16-25? **Yes / No**

Name:

Signature of the person responsible for this request:



If you are the parent carer submitting the request, you must complete this part.

## Section 18: Parent/Carer and/or Young Person Consent

### Section 18: Parent/Carer and/or Young Person Consent

The information provided in this Education, Health and Care Needs Assessment request form will be used to consider whether to conduct an EHC Needs Assessment under the requirements of the Children & Families Act 2014.

#### Only to be completed by the parent/carer with parental responsibility:

I have read and agreed with the details included in this request. I agree to the EHC needs assessment request and give consent to the sharing of relevant information between education, health and social care professionals during and after this process and to any further assessments of my child/young person:

Name:

Signature:

Relationship to the child/young person:

Date:

This section must be completed as consent from the parent carer is required before an EHC Needs Assessment can be submitted.

If this EHC Needs Assessment request is for your young person aged 16-25 years with mental capacity, then they must also give consent

## Section 19: A final checklist before sending the EHC Needs Assessment to Bexley Local Authority

### Section 19: Checklist prior to submitting this request

Please ensure that the following checklist has been completed **before** submitting (sending) this request to Bexley Local Authority.

Requests submitted without the required information will be **returned**.

Required information	Completed/Included Please tick <input checked="" type="checkbox"/>
Section 1 - Child/young person information	
Section 2 - Parent/carer information	
Section 5 - All About Me	
Section 17 - Information about the referrer (the person completing this request form)	
Section 18 - Consent from the parent/carer (and from the young person if aged 16-25 if relevant)	
Relevant professional reports if any (for example: speech & language, occupational therapy, community paediatrics, Educational Psychologist)	

This checklist helps ensure you have completed all the essential information required by Bexley Local Authority

Gather any professional reports your child/young person may have and take copies to submit with the request form.

# Co-produced by Bexley Information, Advice & Support Service (IASS) parent champions and the Bexley Local Offer



## Bexley IASS

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## Bexley Local Offer

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