

Education, Health and Care needs assessment: information for schools and professionals

Most children and young people with special educational needs or disabilities will have their needs met by the usual resources available in mainstream settings.

If a pupil has received support in school and is not making progress, they may need an Education, Health and Care needs assessment (EHCNA) to decide whether they need an Education, Health and Care Plan (EHC plan).

Before a decision is made about whether a child or young person needs an EHC plan, an EHCNA must be completed. We'll ask for advice and information from education, health and social care professionals.

How to request an Education, Health and Care needs assessment

To help us make our decision, we expect education settings to have implemented any actions and interventions that have been identified at the SEN support stage. We also want to see evidence that settings have monitored the impact of these interventions. [Ordinarily Available Provision](#) tells you what resources should be available for children and young people in mainstream education settings.

To request an EHCNA, the local authority ask that the following documents are completed as part of the request:

- [EHCNA request form](#)
- [family views form](#)
- [child or young person's views form 1](#) or [child or young person's views form 2](#) (the child or young person can choose which form they'd like to fill in)
- support plan, because this will support the application (see the support plan templates on [Guide to SEND support for education settings](#))

What happens when we get the request for an EHC needs assessment

We'll email the person who requests the EHC needs assessment to tell them that we've recorded the request and the 20 week statutory process begins.

In line with the [SEND code of practice](#), the local authority will notify health and social care services, the education setting and the child's family that the request has been made.

We have up to 6 weeks to give a written decision about whether an EHC needs assessment will be completed.

Education, Health and Care needs assessment request form guidance

1. About this request

This section tells you about the documents you need to complete and links to guidance. It also includes the name of the person completing the request form.

2. Details of child or young person

Provide the personal details of the child or young person. This means that we can contact the child or young person if we need to.

3. Details of Parents/Carers or person with Parental Responsibility

Provide the personal details of all people with parental responsibility for the child or young person. This makes sure we can contact the correct people during the EHC needs assessment process.

4. Education setting details

Provide information including details of the current educational setting with contact details of the person who will complete the EHC needs assessment contribution. This makes sure we can contact the correct people during the EHC needs assessment process.

5. Reasons for request

The information provided helps us decide whether to carry out an EHC needs assessment in line with our statutory duties. Include information about:

- the child or young person's diagnosis if they have one, or if they're on a waiting list for a diagnosis
- educational needs and impact on learning
- details of the SEN Support and graduated response (Assess-Plan-Do-Review) including support strategies and the progress made against outcomes and targets
- academic levels and developmental milestones

6. Is anyone else working with the child or young person

List the professionals who are or have been involved in supporting the child or young person and provide recent (within 12 months) professional reports if you can.

7. Please highlight the documents you've included with this request

Provide documents with the EHC needs assessment request because these provide supporting information.

8. Parental or young person consent

We must have consent from the parent or carer or the young person themselves. This section also explains that we have a safeguarding duty to share the information gathered if there are safeguarding concerns.

9. Consent declaration for parents, carers and young people

The parent, carer, or young person (if they're 16 or older) must sign and date the request form.

10. Where to send the completed form

Information about where to send the completed EHC needs assessment request.