# Request for an EHC Needs Assessment Model Letter Template

HOME ADDRESS

DATE

ADDRESS OF SEND TEAM

Dear Sir/Madam

Child or young person’s name, date of birth: Request for EHC needs assessment

I am writing to request, under Section 36 of the 2014 Children and Families Act, an Education, Health and Care needs assessment for my **[son/daughter/child, insert child/ young person’s name]. [He/she/they]** attend **[name of school/college or setting]** in **[name of area]. [or he/she/they is currently out of school/college].**

My reasons for this request are, **[Child/young person’s name]** has been identified as having special educational needs by **[name of school/college/setting].** These needs are:

**[or]** I believe that **[child/young person’s name]** has special educational needs because:

(Adapt and delete the bullet points below to describe your child’s needs. You may also attach any evidence you have to support what you are saying- for example, school reports, reports from medical or other professionals or evidence of exclusions)

* **[Child/young person’s name]** was diagnosed with **[insert diagnosis]** in **[insert date]** and has difficulties associated with this diagnosis including **[include details of child/ young person’s difficulties]**. (I have attached report labelled reference 1)
* I understand from school, that **[he/she/they]** is working at age expected level in Maths but **[he/she/they]** is working well below age expected level in Reading and Writing. (I have attached school report labelled reference 2)
* **[He/she/they]** demonstrates challenging behaviour in school and at home **[include examples of child/young person’s behaviour]**. On 2 occasions **[child/ young person’s name]** has been excluded from school. (I have attached exclusion letters labelled reference 3)
* **[He/she/they]** is well behaved at school but demonstrates very challenging behaviour at home **[include examples of child/young person’s behaviour]** and is becoming a danger to **[his/her/their]** siblings.
* **[Child/ young person’s name**] is never still and has difficulty concentrating or paying attention.
* **[He/she/they]** is obsessed with trains.
* **[Child/young person’s name]** appears to have sensory issues including **[include details of child/ young person’s difficulties]**.
* **[Child/ young person’s name]** is reluctant to go to school and is becoming a school refuser. It can be very difficult to get **[him/her/them]** to school and this can result in arguments and challenging behaviour.
* **[He/she/ they]** has a medical condition **[insert name of condition]** and has difficulties associated with this including **[include details of child/ young person’s difficulties]**. School finds this difficult to cope with. (I have attached medical report/ letter from medical professional labelled reference 4)

**[child/young person’s name]** has been on SEN support since **[insert date]. [His/her/their]** progress has not been satisfactory, and this has affected **[his/her/their]** self-esteem and behaviour. I believe that the support that **[he/she/they]** needs is more than is available from the school SEN budget and therefore an Education, Health and Care Plan is needed.

I understand that, by law, I should receive a reply to my request for a needs assessment, no later than 6 weeks from the date of this letter.

Yours faithfully,

**[Your name]**