

REQUEST FOR EHC NEEDS ASSESSMENT

A GUIDE FOR COMPLETING – FOR PARENTS AND CARERS OF EARLY YEARS CHILDREN

This guide is to assist you in completing the relevant parent/carer sections for the 'Request for EHC Needs Assessment' document. ***Please note that an Education, Health and Care Plan (EHCP) is only needed for a small number of children. Funding can be organised to be in place for when a child starts mainstream primary school, to support the child from day one, without the need for an EHCP.***

In this guide, we have added comments to sections that should be contributed to or completed by parent/carers.

Section 1 – Basic information

- Please ensure it is your child's full name and not what they are known as
- NHS numbers can be found on any correspondence regarding the child from any health professionals.
- Unique Pupil Number – leave blank.

Section 2 – Brief summary

- Clearly identifying child's needs and anything of significance – this is your summary. You may wish to consider including any siblings, any needs of any siblings or family members, any additional languages spoken.
- The person requesting EHC needs assessment should complete this section (parents, setting, professionals).

Section 3 – Views of child

- This section is the child's voice. It may be helpful to have everyone involved with the child complete this section on their behalf if your child is unable to do so themselves, your information is valuable as you know your child best. It is key to remember that this section must be written from the child's perspective.
- In this section, it is important to think about:
 - Characteristics of personalities (describing child)
 - What activities make your child happy?
 - What do they not like?
 - What support is needed (overcoming the difficulties)

- If your child is non-vocal, make it clear in the final box in this section (they helped me by:) e.g. *My key worker and my mummy helped me complete this section by knowing when I am enjoying activities by the smile on my face or the shouting I make when I am not enjoying myself. As I can't yet clearly communicate, I cannot answer all the questions.*

Section 4 – Family conversation

- This is now the parent/carer's comments. These can be completed by you or information can be collected through your parental voice in Request for EHC Needs Assessment meetings. If you feel you need additional support in completing this section, speak to your child's Early Years provision.
- What is working well table – This is the current educational provision that your child is receiving. This section is a collaboration with you and the EY providers.
- What isn't working well table – This might be around what your child struggles with and what support is needed for this, more support you feel they need, the hours your child is attending, the training needs of staff. The intended outcome is asking 'why do we want to do that?' 'What is the child going to gain if we do this?'

Section 8 – Supporting evidence

- Care Information – this is any information you, as parent/carers, wish to share with the assessment team. It can include if you have a social worker or a family support worker, now or in the past. It is important to note that as part of this assessment process, all previous records will be checked by the caseworker assigned to your child.
 - Abbreviations used in this section:
 - D.O.B – Date of Birth
 - CSC – Childrens Social Care
 - CFWS – Children Family Wellbeing Service
- Self-help difficulties – any self-help difficulties identified (when compared to peers) including toileting, feeding and dressing.
- Safety issues – any awareness of dangers? Are they likely to run off?

Before submitting the form, you should have the opportunity to see the request and supporting documents that the EY provision propose to send off to ensure you are fully happy with and consent to the assessment being submitted.

For more information on Education, Health and Care Plans, including time frames and what to expect, please see: <https://www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability/education-and-childcare/get-help-with-your-childs-progress/assessment>