

A One Minute Guide for - Requesting an EHCP.

How are Education, Health and Care Plans requested/initiated?

Most Children and Young people (CYP) will have their Special Educational Need and Disability met within mainstream school, early years setting or college via Quality First Teaching and other existing resources.

If a CYP's needs are not being met via a Graduated Approach then they may need to be considered for an [Education Health and Care Plan](#) (EHCP).

Schools, settings and professionals can request an EHC Needs Assessment by submitting an [EHC Assessment form](#).

If parents/carers are [worried about your child or young person](#) and would like to apply for an EHC assessment, initial advice is for them to speak to the Special Educational Needs Co-ordinator (SENCO) at their child's school or setting. SENCOs will be able to talk to parents about what the assessment involves, and offer support and guidance around decision making. If a parent or young person wishes to request an EHC assessment themselves, they can complete a [Parent/carer or young person request form](#).

Other means of requesting an EHCA

A request for an EHC assessment can be made by writing a letter or email to the SEN team. What to include:

MUST	SHOULD
<ul style="list-style-type: none"> - Your child / young persons name and date of birth - Your address and contact details including email address 	<ul style="list-style-type: none"> - A summary of your concerns - The school they attend - Physically signed and dated - Details of professionals which you know are involved including their contact details

It is worth noting that using the [EHC Assessment form](#) mentioned above and providing full and complete data from the outset will help avoid any delays in the process.

Where can I get further information, advice and support?

- Bradford's SEN Team – 01274 435750 SEN@bradford.gov.uk
- Information Advice and Support Service ([SENDIASS](#)) – 01274 513300
- Other Organisations – [PFBA](#), [AWARE](#)
- <https://www.ipsea.org.uk/asking-for-an-ehc-needs-assessment>