



HELP AND
INFORMATION
FOR FAMILIES
WITH SPECIAL
NEEDS AND
DISABILITIES
BRADFORD AND DISTRICT
LOCAL OFFER

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EHC Assessment – Online Portal For Parent Carer applications

A One Minute Guide

EHC Assessment online portal applications

Applying for an EHC Assessment is now done through our online portal. This brief guide describes how to do this.

Preparation

Before you start your application [this information document](#) will help you to gather all the relevant information and prepare the written responses that you will need for the online form.

Step one

[Use this link to access the online portal](#)

In the top-right, there is an option to register on the portal by connecting an email address and filling in your details. Once registered, you should click on the “Special Educational Needs and Disabilities” icon. From there you will be asked to fill in the details of the young person you are referring for an EHC Assessment, these will be compared against our central records when you submit paperwork on behalf of the young person for data protection reasons.

Step two

Once you have done so, you can fill in the “Request an Education, Health and Care Assessment for your child” or “Request an Education, Health and Care Assessment for yourself” form as appropriate. This is a relatively short form (8 sections), and will ask you about your views. Fill these in and upload any supporting documents where prompted. Please note you are required to upload signed consent as part of this form, giving us consent to request and distribute documents on your behalf as part of this assessment, on Step 5, so best practice is to ensure you have this before starting the application. We cannot accept electronic signatures.

Step three

Once you have filled this in you will be able to review your application, then submit it to Bradford Council. You will be sent a confirmation message when this has been received and accepted.

Additional guidance

This Education Health and Care Needs Assessment Parental Request [Information Video](#) provides additional help and guidance

Where can I get further information, advice and support?

If you require any further information, contact the SEN Assessment Team
Telephone 01274 435750 (Select Option 1) or Email: SEN@bradford.gov.uk

[Bradford SENDIASS website](#)