

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 a referral via the online Capita SEND Portal.

If you wish to submit a referral you will need to action the appropriate section of the portal:

Parents and Carers via the [Citizen Portal](#)

Professionals via the [Professional Portal](#)

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.

From 14th September 2021 we are encouraging the use of the SEND Portal for all EHCA referrals, this will improve communication and allows parents to track the progress of an application. We also recognise that we cannot have a process that would disadvantage parents who do not have access to technology or have additional needs and have agreed to support where we can and we will continue to accept referral manually from parents, via the [referral form](#) or writing a letter. A standard letter can be found [here](#) on the [Ipsea webpage](#). Use of the SEND Portal will always be highly recommended.

Where a parent/carer has limited access to technology or has additional needs, we would promote/advise that families work with their SENCO and other support networks, to submit a referral via the SEND Portal, working in partnership and ensuring that CoProduction is embedded throughout, in line with Bradford's [CoProduction Values](#).

Where can I get further information, advice and support?

- SENCOs in schools and a named person within a college with SEN
- [Bradford's One Minute Guides](#)
- 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>