

EHC Needs Assessment Request Letter

Template — Otio Academy Parent Zone

Replace all sections in [brackets] with your own details. Delete any guidance text in italics before sending.

[Your full name] [Your address line 1] [Your address line 2] [Your postcode]

[Date]

SEN Team [Local authority name] [Local authority address] [Local authority postcode]

Dear SEN Team,

Re: Request for an EHC Needs Assessment for [child's full name], date of birth [DD/MM/YYYY]

I am writing to formally request that the local authority carry out an Education, Health and Care (EHC) needs assessment for my child, **[child's full name]**, under Section 36 of the Children and Families Act 2014.

About my child

[Child's name] is currently [age] years old and [attends/does not attend] [school name / is home educated]. [He/She/They] [has/have] the following special educational needs:

- [Describe need 1, e.g. "Autism Spectrum Condition, diagnosed by [professional] on [date]"]
- [Describe need 2, e.g. "Significant anxiety affecting school attendance"]
- [Describe need 3, e.g. "Speech and language difficulties"]

Add or remove bullet points as needed. Be specific and include diagnosis dates where available.

Why an EHC needs assessment is necessary

I believe an EHC needs assessment is necessary because [child's name]'s needs cannot be met through SEN Support alone. Specifically:

- [Explain how current support is insufficient, e.g. "Despite receiving 10 hours of TA support per week, [child's name] continues to fall further behind age-related expectations in reading and writing."]
- [Explain impact on daily life, e.g. "[Child's name] is unable to access the classroom without one-to-one support and experiences significant distress during transitions."]
- [Explain what additional support is needed, e.g. "An educational psychologist has recommended specialist teaching approaches that the school is unable to provide within its existing resources."]

Include as much specific detail as possible. Reference professional advice and reports where available.

Evidence enclosed

I am enclosing the following documents in support of this request:

1. [e.g. Educational psychologist report dated DD/MM/YYYY]
2. [e.g. Speech and language therapy assessment dated DD/MM/YYYY]
3. [e.g. School SEN Support plan / Individual Education Plan]
4. [e.g. Letters from CAMHS / paediatrician / occupational therapist]
5. [e.g. School attendance records]
6. [e.g. My own parental statement describing [child's name]'s daily difficulties]

List all documents you are including. The more evidence, the stronger your request.

Preferred educational setting

This section is optional at this stage, but you may include it if you already have a preference.

Should an EHCP be issued, my preferred educational setting for [child's name] is [setting name, e.g. "Otio Academy, an online school providing personalised education for children with SEN"]. I believe this setting would meet [child's name]'s needs because [brief reason].

Next steps

I understand that the local authority has six weeks from the date of this letter to decide whether to carry out an EHC needs assessment. I would be grateful if you could acknowledge receipt of this request and confirm the expected timeline.

Please do not hesitate to contact me if you require any further information.

Yours faithfully,

[Your full name]

[Your phone number]

[Your email address]

This template is provided by Otio Academy for informational purposes only and does not constitute legal advice. For free legal advice on EHCPs, contact your local Information, Advice and Support Service (IASS) or visit ipsea.org.uk.

www.otioacademy.com/parent-zone/ehcp