

Application for an EHC needs assessment Guidance for settings, schools and colleges

Please read these notes before making an application

1. What is an EHC plan?

A small number of children will require an Education, Health and Care (EHC) needs assessment in order for the local authority to decide whether it is necessary to set out the support that will help them achieve the best outcomes. This is usually where needs are complex or severe and progress is not being made despite individually tailored support. The written record of the special provision that must be put in place for the child or young person is called an EHC Plan.

A request for an education, health and care needs assessment is most likely to be made by the setting, school or college that the child or young person attends but can be requested by a parent or a young person aged 16 to 25. If the parent or young person makes an application for a needs assessment we will contact the school or setting for evidence to support the application.

2. Is an EHC needs assessment appropriate?

Additional top-up funding may be applied for from the local authority, without the need for an Education, Health and Care Plan, where support can be provided by the school working with specialist education support services (early years and primary schools only). Additional funding is intended for children or young people who have complex educational needs but do not have social care and/or health needs and therefore would not need an EHC plan.

The difference between SEN Support and an EHC plan reflects the increasing complexity of multi-agency involvement. This is in terms of:

- the number of professionals involved and the frequency and longevity of the involvement
- the time required by staff across education, health and/or care for liaison/meetings/planning/reviews/training
- the complexity of integrating the recommendations from a range of professionals into a coherent outcomes focused plan across education, health and/or care
- The frequency/duration and longevity of a child/young person requiring a specialist support/intervention.

Many children and young people will have already been subject to the CAF/TAC process prior to application for an Education Health Care Plan. Multi-agency working needs to be demonstrated in all applications

3. Submitting a request

The application form once fully complete should be submitted to your SEN Officer or local SEN casework team with all of the supporting paperwork requested.

Please make sure that parents understand the application process.

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v.1 August 2015

Please do not raise parental expectation regarding the outcome of the application or what provision might be offered as a result.

Please do not submit a request:

- If the child or young person is about to be seen by a professional e.g. an Educational Psychologist, a Speech and Language Therapist, a social worker.
- If you have not sought advice from other relevant education, health and/or social care services e.g. Educational Psychology, SENSS (Special Educational Needs Support Service), Speech and Language Therapy, Child and Adolescent Mental Health Service.
- If you are unable to demonstrate the interventions that have already been tried and have a clear evaluation of their impact.

4. Deciding on whether to proceed with an assessment

The decision whether to proceed with an EHC needs assessment is taken by a panel of professionals from Education, Health and Social Care services based upon the information submitted in the written application.

The panel will examine the evidence submitted in relation to the following key questions:

- Is there evidence of **long term complex needs requiring co-ordinated provision**?
- Is there evidence of **purposeful action** by the education provider to meet the child or young person's SEN?
- Is there evidence that where **progress has been made it has only been as the result of much additional intervention and support** (over and above that which is usually provided)?
- For young people over the age of 18 is there evidence that more time is required to complete their education or training because of their SEN?
- If there is not evidence to answer 'yes' to the above questions is there evidence of a compelling need for an EHC assessment, based upon individual circumstances?

The attached checklist will help you to submit the information required for the assessment. Information should be succinct and well organised.

You will hear within six weeks whether the local authority has decided to proceed with an assessment.

5. Support and Guidance

Your designated SEN Officer will be able to offer advice and guidance throughout the process.

Application for an EHC assessment for
Checklist for submission

Application section	Activity	Tick
Consent	Discuss EHC plan application with parents/young person, parent/young person to sign consent for information sharing and storage.	
Part 1 Personal details	This information will be included in the draft EHC plan if one is issued so please ensure that all sections are complete and up to date.	
Part 2 All about me and my family's views	Support the child or young person to complete an 'All about me'. Click here to see ways this information can be gathered and recorded or visit https://www.oxfordshire.gov.uk/cms/content/education-health-and-care-plan-assessment . To get a holistic picture it can be helpful for a child to complete versions at school and home.	
	Ask the parent to complete 'My family's views' (on the template on the website this follows on from the child or young person's views)	
Part 3 Education Health and/or Care needs and support	1 Provide evidence that the child or young person has long term complex needs requiring co-ordinated provision. Include information about the nature, extent and context of the child or young person's SEN.	
	Summarise the evidence briefly and note/highlight where further information can be found in the reports you are attaching. List reports in section 4.	
	2 Provide evidence of purposeful action by the setting, school or college to meet the child or young person's needs and evidence that where progress has been made it has only been the result of much additional intervention.	
	Describe how element 2 funding (£6,000) or targeted funding in Early Years settings, the Local Offer and other agency support has been used to support the achievement of the child/young person's outcomes over the last 12 months.	
	Attach the last three SEN Support and Outcomes Plans, or equivalent (fewer for EY children)	
	Attach an Individual Provision Tracker showing longer term intervention and impact, including where professional advice has been received and its impact.	
	An individual support timetable showing the deployment of support (including adult:child ratio) and interventions at the time of application	
	Copies of professional reports with relevant sections highlighted.	
3 Details of support provided by health services and/or social care services and the impact of this activity		

	4	If the application is for a young person over the age of 18 provide evidence that they need additional time to complete their formal education or training to enable them to achieve education and training outcomes that prepare them for adult life.	
Part 4 Reports and assessments Reports and assessments that form the evidence base for answering the key questions (above)		The last three SEN Support and Outcomes plans or equivalent (fewer for EY children)	
		Individual provision tracker showing longer term intervention and impact, including where professional advice has been received and its impact.	
		An individual timetable showing the deployment of support (including adult:child ratio) and interventions in place at the time of application	
		Attendance (percentage attendance, authorised and unauthorised absence over the last 12 months for school aged children)	
		Number of fixed term exclusions over the last 12 months (school aged children only)	
		Current or latest copy of report (s) from external support service(s), eg SENSS, CAMHS, Educational Psychology, EYSEN. Please highlight the sections that give key evidence to support part 3.	
		A copy of the diagnosis letter (if there is a diagnosis)	
	Other relevant reports including any current risk assessments, provision map, evaluated PSP. Please highlight sections that contain key evidence.		
Part 5 Desired outcomes		Describe the desired outcomes and benefits for the child/young person that would be supported through an EHC plan. For young people aged over 18 give details of their plans for the next academic year and how an EHC plan will support these.	
Part 6 Additional considerations		Describe any other factors that are relevant to the application. Include here evidence of a compelling need for assessment if evidence is not available as requested in part 3.	