**Application for an EHC needs assessment**

**Guidance for young people and colleges[[1]](#footnote-1)**

**Please read these notes before making an application**

The majority of young people with Special Educational Needs (SEN) or disabilities will have their needs met within schools or colleges but some young people may need **an EHC assessment** in order for the Local Authority to decide whether it is necessary for it to make further provision in accordance with an **EHC plan**.

**1. What is an EHC plan?**

An Education, Health and Care (EHC) plan is written when the Local Authority decides that it is necessary to set out the support that will help a young person with special educational needs to achieve the best agreed outcomes across education, health and/or social care.

**2. Submitting a request**

Use the attached checklist to help you get information together and complete the form. Your college or a family member can help. Once fully complete the application form should be sent to your [SEN Officer or local SEN casework team](https://www.oxfordshire.gov.uk/cms/content/contact-special-educational-needs-casework-teams) with all of the supporting paperwork requested. The contact details and how to get support from the [Special Educational Needs and Disability Information, Advice and Support Service](https://www.oxfordshire.gov.uk/cms/public-site/sendiass-oxfordshire-formerly-parent-partnership) (SENDIASS) are on the front of the application form or can be accessed by pressing Control and clicking on the links. You can also get help from your SEN Officer.

**3. Deciding on whether to proceed with an assessment**

The decision whether to proceed with an EHC needs assessment is based upon the information submitted in the written application.

The Local Authority 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 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**?
* 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?

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

**Application for an EHC assessment for ………………………………………………..**

**Checklist for submission**

|  |  |  |  |
| --- | --- | --- | --- |
| **Application section** | | **Activity** | **Tick** |
| Letter | | Complete and sign the letter |  |
| Front page | | Fill in your name, date of birth, year group, the college or training place that you go to and the date that you send the form. |  |
| Consent | | Tick the consent box and sign to say that you are happy for information to be shared in order to carry out the assessment and at the bottom of the page let us know how you’d like us to communicate with you. |  |
| 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 as complete and up to date as possible. |  |
| Part 2  All about me and my family’s views | | Complete an ‘All about me’ to let us know about your views, interests and hopes for the future. Click [here](https://www.oxfordshire.gov.uk/cms/content/education-health-and-care-plan-assessment) 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>. There is a form that you can use. |  |
| Ask your family to complete ‘My family’s views’ (on the questions form on the website this follows on from the child or young person’s views) |  |
| Part 3 | | **Ask the college to help you to complete this section** | |
| Education Health and/or Care needs and support | 1 | Provide evidence that you have **long term complex needs**. | |
| Use the boxes to list different needs. Use information from any reports and assessments and your Learning Difficulties Assessment. Write a brief description of each need and then say/highlight where further information can be found in the reports you are attaching. These reports will include a letter giving a diagnosis if you have one. List the reports you include in section 4. |  |
| 2 | A. We need to know about **what support the college has put in place to meet your needs** and that **where progress has been made it has only been the result of much additional intervention**. | |
| Describe how additional funding, the Local Offer and other agency support has been used to support the achievement of your outcomes over the last 12 months. |  |
| Attach the last three college monitoring reports showing what you have been studying, your progress and the help you have received. |  |
| Attach an individual support timetable showing how additional support is being used at the time of application |  |
| Attach copies of any professional reports with relevant sections highlighted. |  |
|  |  |  |
|  | B and C. We need to know about any **support provided by health services and/or social care services** and how this has helped you to make progress. | |
|  | Describe the support that you receive and attach copies of reports that tell us more. For example, a My Support plan. |  |
| Part 4  Reports and assessments | | List all of the reports and assessments that you are including and/or have used to answer the questions in part 3. Use highlighting to make clear the bits that are important for your application. |  |
| Part 5  Desired outcomes | | Describe why you are applying for an EHC plan at this time and what you hope to achieve from having one**. .** |  |
| Part 6  Additional considerations | | Use this space to give us any more information that you think would be helpful to your application. If you are over 18 please explain why you think that you **need additional time to complete formal education or training**. |  |

1. College’ encompasses FE colleges, specialist colleges, sixth form colleges, 16-19 academies and special post-16 institutes approved under section 41 of the Children and Families Act 2014 [↑](#footnote-ref-1)