

Dear SEN Team

Request for EHC needs assessment for

[Insert child's name and date of birth]

I am writing as the parent of the above child to ask you to carry out an assessment of his/her special educational needs under section 36 of the Children and Families Act 2014.

My child attends *[Insert the name of the education setting if they attend one]*

I feel that my child has special educational needs and this affects him/her in the following ways...

S/he has difficulty with... *[Describe how your child's difficulties affect his/her ability to learn. Think about reading, writing, numbers, talking, listening and understanding, friendships, physical skills, concentration, emotions, behaviour, mental health].*

S/he has received the following additional support in class... *[Say what help your child has been getting at SEN support. For example this could be help in class from a teaching assistant, or support from specialists such as an educational psychologist or specialist worker for children with autism spectrum condition].*

S/he has also received support from... *[Say if health or social care services have provided support, for example a physiotherapist or Child and Adult Mental Health Services (CAMHSs). Say if your child has a diagnosis and the date this was confirmed.]*

I am aware that the education setting must use its best endeavours to meet the needs of my child and that it has resources it must use to do so. However, I feel that my child is likely to need more help than the education setting is able to provide because... *[Say if you are particularly worried about your child's progress and/or behaviour. Mention any evidence for this, for example recent exclusions, refusal to attend school, signs of anxiety at home, progress reports.]*

I understand that you are required by law to reply to this request within six weeks. I look forward to hearing from you soon.

Yours sincerely,

[Your name and signature]