

Guidance for requesting an Education Health and Care (EHC) needs assessment. (Early Years)

Children who may need to undergo an Education, Health and Care Needs Assessment are among the most complex children we work with. These children will usually already have a number of professionals working with them to meet their needs.

You will need to discuss with these people if an EHC needs assessment is required. You will need to have collated evidence to show you have implemented a Graduated Response procedure to help meet the child's needs; there should be dated and signed evidence of meeting with parents to discuss, plan and review their child's progress and needs in their learning and development.

You will need to evidence what action needs to be implemented over and above that which is available at SEN Specialist Support.

To help you decide if a request for an EHC needs assessment is appropriate please look at these two documents shown on the Portal (EHC section) Form 2 and Form 4.

Threshold Criteria for Requesting an EHC needs assessment. (Form 2) This document can help you check if it is appropriate to go ahead with a request and help ensure you have all of the information needed to proceed.

You will need to provide evidence of the child's Primary Area of Need (PAN), but it is not necessary to fill in the questionnaires in the Threshold for:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health

Instead you will need to provide; developmental profiles/checklists, assessments, trackers, behaviour analysis and relevant dated observations to show progression, unchanged development or regression in skills over a period of time.

Threshold criteria for pre-school children with Learning Difficulties will be considered if their development is assessed as less than half a child's chronological age according to development profiles.

Threshold criteria for pre-school children with Social, Emotional and Mental Health difficulties; evidence will need to show the child has significant and complex emotional regulation needs.

You will need to complete the questionnaires in section 4 if the child's PAN falls in one of these areas:

- Physical Disability
- Visual Impairment
- Hearing Impairment
- Multi-Sensory Impairment

The Request for EHC Assessment Decision Making Checklist (Form 4) is for the SEND team use only but it can help to clarify the evidence criteria needed to achieve agreement for statutory assessment. **DO NOT FILL IN/RETURN THIS FORM**

Before completing an EHC plan request, provide parents with a copy of the 'SEND Guide for Parents and carers' hand book and a copy of the Contact a Family leaflet (CAF) links to these are on the Portal.

If you decide to go ahead with the EHC request.

The Request for an Educational, Health and Care needs assessment for Professionals (Form 1) needs to be fully completed and dated and signed by yourself and parents/carers. You will need to check you have all the supporting evidence to send in with the request – information on this is shown on the front of the request form.

Look again at the Threshold Document and consider the statements under the observed behaviour sections. These will guide you about the kind of information and evidence of the level of the child's needs expected to be seen in the EHC request form.

Give the Family Information Views Form and Child or Young Person views form to the family to complete or support the family to complete them. Instead of the child views form, you could complete a 'One page profile' along with parents - templates here: <http://sheffkids.co.uk/adultssite/pages/onepageprofiletemplates.html>

You will find a guidance document in the EHC section of the Portal which you can pass onto parents if they would like support completing their Family Views form. SEND Information Advice and Support Service (Sendiass) can help families to make an independent EHC request, help complete the Family Information Views Form and support them through the assessment process.

Other documents relating to Educational Health Care Needs Assessment

Form 3 - Educational setting response for Education, Health and Care Needs Assessment.

Form 5 - Education Setting Response checklist for Parental request EHC Needs Assessment.

These documents will only need to be completed if a parent or other professional has made the initial Request for Educational Health Care Needs Assessment- you will be contacted directly by the SEND Team if you are required to fill in these forms.

Submitting your Request for EHC needs assessment

These are the documents you need to submit:

- Completed EHC Request form (**Form 1**) that you have shared with parents and they have signed and dated. You will also need to sign and date the form yourself.
- Family Information and views form that parents have filled in and signed. Ask parents to give you their completed and signed Family Views form so you can send it together with your request form and the evidencing documents. Give parents a copy of their Family Views form for their records if they don't already have one.
- Child's Views form which parents can complete or One page profile which both parents and you can contribute to together or do separately to show the child's play preferences and support needs at home and in the setting. Submit this form along with all the other documents.

All Target setting/review documents and records of meetings with parents need to be signed by parents.

These are examples of the types of documents you must submit as evidence along with the completed forms above. These should be copies, keep the originals yourself:

- Targets and target reviews that you have been working on with the child. (signed by parents)
- Evidence of meeting with parents to discuss child's progress and plan targets together, such as Meeting Minutes. (signed by parents).
- Developmental profile and /or EYFS progress tracker.
- Paediatrician reports and Diagnosis.
- Speech and Language Therapy report.
- Educational Psychology report or visit record.
- Specialist Health Visitor report.
- Occupational Therapy report and/or Physiotherapy report.
- Visual, Hearing and/or Physical Impairment report.
- Early Help Assessment paperwork.
- Minutes from TAF meetings (signed by parents).
- Provision map.
- Timetable of support.

What to do when you have completed your EHC request and collated all the documents and evidence together:

- Keep a copy of the forms you have filled in (including the parent views form).
- Attach a cover note to the documents with the child's name and date of birth.

Email documents if you can do so securely to sendadmin@derby.gov.uk

Or post documents to:

SEND Team
Derby City Council
Council House
Corporation Street
Derby
DE1 2FS