

Schools, settings and professionals'			
Request for a Statutory Education, Health and Care			
Needs Assessment			
Name of child/young person			
Name of School/Setting			
Unique Pupil Number:			
Date of birth of child/young person		Current year group	
If child/young person is not being taught in his/her correct chronological year group please give reasons			
Parents/carers names			
Address			
Telephone numbers			
Email			
Who has parental responsibility for the child/young person?			
Siblings/place in family			
Language(s) spoken			
Ethnicity			
Interpreter required?	Yes	No	
Language			
Name of person making the request			
Role			
Contact details (email/telephone/address)			

Reason for EHC Needs Assessment	
Why is an EHC Needs Assessment necessary for this child/young person?	
Please tick main area/s of need	
Communication and Interaction Cognition and Learning Social Emotional and Mental Health Sensory and or Physical Needs	
Impact of difficulty on child's/young's person learning (Please link to the indicated areas of need above)	
What currently works well for the child/young person?	
What is not working well for the child/young person (e.g. triggers to the child's/young person's difficulties)?	
What additional support is required (e.g. resources, interventions, specialist teaching support)?	
What outcomes have been agreed in relation to the child's/young person's needs?	

Health Provision		
Does the child / young person have formal medical diagnosis or condition (s)?	Yes	No
If Yes, please give details		
Does the child/young person have ongoing and lasting health needs that will require specialist treatment for the foreseeable future?	Yes	No
If Yes, please give details		
Are these health needs likely to impact on the child's / young person's current and future educational progress and attainment?	Yes	No
If Yes, please give details		

Social Care Provision			
Is the child / young person known to Social Care?	Yes	No	
Which Social Care Team/Social Worker?			
What is the status of the child / young person? Please tick.	Looked After Child	Child in Need	Child Protection
Does the child/young person/family receive any support from other services e.g. key working or young Hackney?	Yes	No	
If yes, please give details			
Does the child/young person have access to short breaks provision?			
If yes, please give details			

External Agencies Involvement

Indicate which of the following Health/Education/Social Care services the child/young person accesses now or recently. Please also indicate if services have been offered but not taken up. If a referral has been made but no report received please indicate date of referral.

External Agency	Name and contact details of specialist/s	Tick if report attached	Date of report	Date of referral
Portage/ Early Years Area SENCO				
Educational Psychology Service				
Specialist Teacher				
VI Support				
HI Support				
PRU/Alternative Provision				
Home Education				
Re-engagement Unit				
Local Paediatrician e.g. Hackney Ark				
Specialist Hospital e.g. GOSH/Moorfields				
Speech and Language Therapy				
Occupational Therapy				
Physiotherapy				
Specialist feeding				
Children's Community Nursing Team				
Dietician				
CAMHS				
Health Visitor				
School Nurse				
Other				
Other				

Educational Progress and Attainment

Interventions put in place to support child/young person	Impact on progress
Staff delivering these interventions (include their training/qualifications)	
Frequency of intervention/s e.g. start date, monitoring	
Cost of provision to meet child's/young person's needs from school's SEN notional budget (You must attach a costed provision map).	

Early Years Foundation Stage Summary (Please attach the development profile)		
Prime areas of learning	Aspects of learning	Age/stage of development (in months)
Personal Social Emotional		
Communication		
Physical		
Thinking		

Primary and Secondary Stage				
	Reading	Writing	Maths	Science
Current Level				
End of Key Stage 1				
End of Key Stage 2				
End of Key Stage 3				
End of Key Stage 4				
If using school specific assessment data, please indicate how far below age expected child is currently working				
Other test data if applicable e.g. reading recovery level, reading age.				

Child's/young person's views
<p>Please attach One Page Profile</p>

Parent's/Carer's views

I agree to this request for Statutory EHC Needs Assessment and agree for Hackney Learning Trust to share this information with relevant agencies.

Data Protection Statement:

Hackney Learning Trust will use the information provided in this form for the purpose of deciding whether or not to conduct an Education, Health and Care Needs assessment for the above named child. The London Borough of Hackney also maintains and uses information collected from children and families for whom it provides services to enable it to carry out specific functions for which it is responsible. Your personal information, including sensitive personal information (as defined by the Data Protection Act) may be shared with internal departments or with external partners and agencies involved in delivering statutory and other services.

Hackney Learning Trust will only process your personal information for the purpose for which it was collected unless additional processing is required by law or in circumstances where the relevant conditions within the Data Protection Act (1998) are satisfied.

I hereby confirm that I have read and understood the above statement and consent to the information I have provided being processed by Hackney Learning Trust in accordance with the Data Protection Act (1998).

Signed		Date
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Statement from Headteacher/Inclusion/Nursery Manager supporting the request for an EHC Needs Assessment

Signed		Date
Evidence Checklist		
Please ensure you have attached		Please Tick ✓
Any recent reports from other professionals, e.g. SLT, EP, Medical evidence/diagnosis (<i>recent e.g. up to 18 months</i>)		
At least 2 reviewed child/young person's Personalised Plans e.g. School SEN Support plans		
Provision Map (outcomes based) with costings		
Child/Young Person's Views e.g. One Page Profile		
Minutes from SEN reviews or TAC meetings from the last 12 months		
Important Submission Guidance		
<p>Statutory timescales (20 week process) <i>Statutory advice and consultations for school places cannot be responded to by schools in the 6 week holiday period. Therefore, in order for Hackney Learning Trust to adhere to the statutory timescales, schools/settings need to make referrals in the Autumn and Spring terms to prevent unnecessary delay to the child/young person's assessment.</i></p> <p>Primary Schools <i>Due to the Phase transfer process it is good practice for schools to make new requests for children before the end of Year 5. In only exceptional circumstances (i.e. child has complex needs just started at the school) should a Year 6 referral be made and this should be at the latest by the end of the autumn term in Year 6.</i></p>		

This request must be submitted to the Education, Health and Care Planning Team.

Please return completed signed form by email or post to:

Email: SEND.admin@learningtrust.co.uk

The SEND Compliance Co-ordinator
 Education, Health and Care Planning Team
 Hackney Learning Trust
 1 Reading Lane
 London E8 1GQ