

Initial request for an Education, Health and Care assessment

You can access Impartial, Information, Advice and Support (IIAS)

You, or your child's early education setting, school or college, can request an assessment. It is best to make your request in writing: - Hampshire County Council, SEN Service Children's Services, Elizabeth II Court North, 1st floor, Winchester, Hampshire SO23 8UG / email: enquiries.sen@hants.gov.uk

A young person over the age of 16 can also request an assessment on their own behalf.

It is best if you to discuss your intention to make a request for assessment with your child's education setting if they attend one already. They will be able to help and advise you on the support available to help your child with their special educational needs. Support4SEND can also be contacted to provide an impartial overview. Email on enquiries.pps@hants.gov.uk or telephone 01962 845870.

As soon as the request is received, a letter will be sent to you outlining what the proposed assessment will involve and giving you the name of an officer in the SEN Service who can provide assistance. This person is known as the Named Officer.

There is a period of 25 days for you to send in comments before the Local Authority (LA) decide whether to assess. You will be invited to write your 'Our Story' at this stage, if you have not already sent this with your original request. Support4SEND can also help you with this. The LA will also contact your child's school or college for further information.

Within six weeks the SEN Service will decide whether or not to proceed with the assessment and inform you by letter of the decision and the reasons for it. If we decide not to carry out an assessment you will have the right of appeal to the First-tier Tribunal (SEN and Disability) and to access mediation.

EHC needs assessment: If the local authority decides an assessment should go ahead, you can request support from an **Independent Supporter**. You can contact them on 0300 303 8604 (local rate) or by email at independentsupport@roseroad.org.uk

Reports will be requested from you (in addition to your own comments you can include any independent written advice you have obtained); your child; early education setting, school or college (headteacher/principal, SENCO and teachers); school doctor; educational psychologist; social care; any other relevant people (eg specialist teacher adviser, speech and language therapist, physiotherapist, occupational therapist, education welfare officer, etc).

You can attend any examination or assessment of your child.

You will be sent copies of any reports written after these assessments, and your information ("Our story") will be shared with those carrying out assessments on your child. You can see a template of the Educational Health and Care Plan (EHCP) [here](#)

Throughout the process you will be able to keep in contact with your "Named Officer" so that you can be updated and involved in what is happening.