



EHC Needs Assessment (EHCNA)



Most children and young people with special educational needs will have these met through extra support provided by the education setting. This is known as SEN support and can include a wide range of provision and intervention. Further information on [SEN support](#) can be found on our website.

Where despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of the child or young person if they have not made expected progress, the school or parents may consider requesting an EHC needs assessment.

What is an EHCNA?

An **EHCNA** is the first step towards an Education, Health and Care plan (EHCP). An EHCP describes a child or young person's special educational needs (SEN) and the help he/she will get to meet them and how that help will support the child or young person to achieve what they want to in their life. The plan may detail provision such as activities, resources, specialised tools, support or outside agency involvement. Parents and young people have a legal right to request a particular education setting is named in the EHC plan.

Who can apply?

The application for an EHCNA can be made by the school or the parent or a young person over the age of 16. You will need to make a request for assessment to the SEND Operations service either via the [Parental request form](#) or [IPSEA model letter](#). It is very helpful if a permissions form is sent in with all EHCNA requests.

Gathering evidence and completing the EHCNA request form

Before completing the EHCNA request form it is important to consider the legal test outlined below.

The [SEND Code of Practice](#) talks about The four "broad areas of need" (paras 6.28-35):

- **communication and interaction**
- **cognition and learning**
- **social, emotional and mental health difficulties**
- **sensory and/or physical needs.**

Consider your child's needs and the areas of SEN in which they experience barriers to their learning. When completing the form you may wish to consider the following:

- Use bullet points and sub headings to lay out key points
- Refer to any supporting documents throughout the appeal form and make sure they are labelled clearly
- Include examples of incidents to describe an area of need
- Think about potential risks if your child's needs are not met at school
- Consider any SEN needs that your child may have which have not yet been fully identified
- Share your child/ young persons views and aspirations
- It's important to show that there has been assessment of underlying need, and appropriate intervention, rather than just a description of presenting behaviours.
- Evidence throughout your request that your child meets the legal test for an EHC needs assessment

Legal Test

If a local authority ("LA") is requested to carry out an EHCNA by a parent, young person, school or college, they must consider:

- whether the child or young person has or may have special educational needs ("SEN"); and
- whether it may be necessary for special educational provision to be made for the child or young person in accordance with an EHC plan.

[Section 36\(8\) Children and Families Act 2014](#)

If the answer to both questions is yes, they **must** carry out an EHC needs assessment.

Have the LA agreed a EHCNA is necessary?

Y

N

Assessment Process

From start to finish the legal timeframe of the process should be **20 weeks**. The initial stage where the local authority decides whether to carry out an assessment takes **six weeks**. [Timeframe of an EHCNA Flowchart](#)

Way forward meeting & Appeal

It is always a good idea to continue talking to the local authority about your concerns or any questions you have and the local authority may have already offered to meet with you – this is sometimes called a **Way Forward meeting**. Following the Way Forward Meeting, if the LA decide **not** to reconsider the assessment then you will need to consider whether to submit an appeal to the First Tier Tribunal Service. [Refusal to assess appeal flow chart](#)