PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**[Insert name of Caseworker and address of local authority]**

**[And cc to a second name in LA SEN team if you have an email address]**

**[Insert date]**

Dear (Name of Caseworker)

Re: EHC assessment for *add the name of child or young person and Date of Birth*

Thank you for informing me that the Local Authority has decided to undertake an EHC needs assessment for (name of child or young person). I note the professionals from whom the Local Authority intends to seek advice and I am keen to work with everyone involved with(name of child or young person).

I understand that the EHC needs assessment is a legal process and the Local Authority is required to obtain certain information and advice from certain professionals under Regulation 6 (1) of the SEND Regulations 2014. This includes finding out:

1. What are the special educational needs of the child or young person
2. What provision is required to meet the needs and
3. The outcomes that are intended to be achieved by the child or young person receiving this provision.

I am pleased that an educational psychologist will be assessing (name of child or young person). I feel that it will be essential that this includes a full cognitive or diagnostic assessment in order to identify the full range of (name of child or young person)’s needs and to produce recommendations about the provision that (name of child or young person) will require

\*

\*\*

I would be glad if you would confirm the date by which the professionals have been asked to submit their report.

Many thanks,

Yours sincerely…

*\*You can also add here a request for other reports to be made:*

I feel it is very important for the Local Authority to seek advice from the following professional(s) or service(s) as detailed in Regulation 6.1(h) of the SEND Regulations 2014.

*Name the professional(s) or service(s), including contact details. Alternatively, you can just give the type of professional (such as a Clinical Psychologist, a Speech and Language therapist etc.)*

*Give a brief explanation as to why you feel that an assessment by a professional is important. For example, if your child or young person has any kind of communication difficulty, a Speech and Language assessment should be undertaken to find out if your child or young person has an underlying speech and language disorder.*

\*\* You can also add here a request to include any report you already have on your child. If your child has been seen by any independent professional you have the right to submit a report from them as part of the statutory assessment. Add one of the following paragraphs*:*

*I understand that, as a parent, I have the right to submit a report by an independent professional and for the report to be included as part of (name of child or young person)’s EHC assessment. I include the report for inclusion as part of (name of child or young person) ‘s EHC assessment as detailed in Regulation 6.3 (a) & (b) of the SEND Regulations 2014*

**Or**

If you haven’t yet commissioned an assessment by an independent professional, but you intend to do so, remind the professional of the purpose of the report, including the advice and information that the report will need to include.

If you wish a report by an independent professional to be included as part of the EHC assessment, let the Local Authority know by including this in your letter:

*I understand that, as a parent, I have the right to submit a report by an independent professional and for the report to be included as part of (name of child or young person’s EHC assessment. I have asked (name the professional) to assess or update their assessment and will be submitting the report for inclusion as part of (name of child or young person)’s EHC assessment as detailed in Regulation 6.3 (a) & (b) of the SEND Regulations 2014.*