

<b>REQUEST FOR EDUCATION, HEALTH &amp; CARE (EHC) NEEDS ASSESSMENT</b>	 
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<b>Name:</b>	
<b>D.O.B</b>	
<b>School:</b>	
<b>Year Group:</b>	

## CHECKLIST

Document Type	Tick Box	Comment Box
Fully Completed Request Form	<input type="checkbox"/>	
Educational Psychologist Report	<input type="checkbox"/>	
Parental View	<input type="checkbox"/>	
Child/Young Person's views	<input type="checkbox"/>	
Provision Map	<input type="checkbox"/>	
Medical Reports/Diagnosis	<input type="checkbox"/>	
School IEPs/SAPs/Observations	<input type="checkbox"/>	
Social Care Report (if appropriate)	<input type="checkbox"/>	
Any Other Reports (e.g. SALT, OT, Family Worker etc.)	<input type="checkbox"/>	

Personal Details			
Home address			
NHS number			
Parent / carer names			
Relationship to child / young person			
Contact address(es) if different from above			
Phone			
Email			
Language used at home			
Religion			
Ethnicity			
Will parents need help with written English, or the services of an interpreter			
Other schools in the last 18 months			
Is either parent in the Armed Forces?			
Are parents in agreement with this request?			
Please give dates when you discussed this request with them			
Have parents given permission for the LA to seek advice from medical and other practitioners?	Yes / No	Date	
Name and address of GP		Phone	
Attendance	%	u/a%	a/a%
Exclusions			
Social Care Involvement			
Is the child / young person known to Social Care (or adult services if 18 or over)?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the child / young person subject to a Child Protection Plan?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Is the child / young person subject to a Care Order, or any other order?	Yes <input type="checkbox"/>	No <input type="checkbox"/>	
Type of Care Order:-	Date granted:-		
Name & contact details of Social Worker (if applicable)			
Responsible Social Services Authority			

**Summary / background information.**

Please ensure information is relevant, concise and has been shared with the family / young person as appropriate

**Primary SEND**

**Additional Needs**

**Which practitioners are supporting the child / young person, currently and over the last 18 months?**

Include dates.

**Achievements and Aspirations of the child / young person**

As through their eyes, or the eyes of others. Please also attach separate document such as 'We Want To Tell You' document, to provide the views of the child / young person.

**Parent / carer views, including achievements & aspirations for the child / young person**

Please attach separate document such as 'We Want To Tell You' document.

**Evidence of Child / Young Person’s SEND**

For young people preparing for transition to adulthood, outcomes should include those relating to independence, employment and links to the community.

Communication & Interaction	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
Outcome	
What do you hope the child / young person will achieve in the next key stage in this area?	
Provision and support to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

Cognition & Learning	
Include academic attainments and progress using the table below	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
Outcome	
What do you hope the child / young person will achieve in the next key stage in this area?	
Provision and support to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

**Standardised tests administered by the school, including standardised reading scores and spelling scores and National Curriculum attainment.**

Name of test	Date of testing	Chronological age at time of testing (years / months)	Test results / scores

Social, Emotional & Mental Health	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
Outcome	
What do you hope the child / young person will achieve in the next key stage in this area?	
Provision and support to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

<b>Physical &amp; Sensory</b>	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
<b>Outcome</b> What do you hope the child / young person will achieve in the next key stage in this area?	
<b>Provision and support</b> to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

Health / Medical	
Section G, Code of Practice	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
Outcome	
What do you hope the child / young person will achieve in the next key stage in this area?	
Provision and support to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

<b>Everyday Life / Social Care</b> Sections H1 / H2, Code of Practice	
Strengths	Evidence (practitioner reports / observations)
Difficulties	Evidence (practitioner reports / observations)
<b>Outcome</b> What do you hope the child / young person will achieve in the next key stage in this area?	
<b>Provision and support</b> to help achieve the outcomes above	Who will do what and by when to help achieve the outcome?

**Evidence of effective planning, interventions and their impact**

*Demonstrate planning is in place. Attach evidence of “assess-plan-do-review cycles” over time, and additional information such as a One Page Profile – refer to the Graduated Approach and the SEN Code of Practice.*

What was put in place?	Timescales	What impact did it have?	Was it reviewed?

**Additional Information**

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**Demonstrate how the educational setting is using SEND / additional resources already made available.**

*Refer to Appendix 2 for provision map to be submitted with all requests. Please outline provision you have been making for the child / young person from within your designated SEND budget up to at least the equivalent of £6,000 per annum. Provision should not include intervention such as class teacher / SENDCo, EP time. If the child / young person is working in a group, cost must be split between all the members of the group.*

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**Completed by:**

Name	
Role	
Signed	
Date	

Please return completed form and supporting information by secure email to [sen@brighterfuturesforchildren.org](mailto:sen@brighterfuturesforchildren.org) or by post to:-  
 Special Educational Needs Team, Brighter Futures for Children, Floor 1, North Front, Civic Offices, Bridge Street, Reading, RG1 2LU

## Consent to Share Information

The General Data Protection Regulation (GDPR) is a new law which comes into effect on 25 May 2018. It places obligations on public bodies when handling personal / customer data and this is explained below.

### **Why do we need to collect information about you / your child?**

- In order to be able to provide the right kind of services for you and your family Brighter Futures for Children have to find out first what your needs are. To do this we have to collect information about you and your family, including some personal details such as your name, date of birth and address. The Special Educational Needs team undertakes statutory process relating to the Children and Families Act on behalf of Brighter Futures for Children, this includes:
  - undertaking Education, Health and Care Needs Assessment
  - Monitoring of Annual Reviews,
  - Supporting pupils with Education, Health and Care Plans moving into or out of Reading.
  - Consultation with education settings in line with Children & Families Act 2014 to include parental / young person preference as well other education settings that the Local Authority considers are able to meet the child / young person's special educational needs.

### **What will we do with the information you provide?**

The information you agree to provide to Brighter Futures for Children may be written down and kept in a file or entered and stored on a computer / Database securely and confidentially so that Brighter Futures for Children comply with the Data Protection Act 1998.

### **Who will be able to see my information?**

Access to your information will only be given to individuals / organisations who are working with you and your family and who have reason to see it; this is so the services provided to you can be well coordinated and meet your needs. To support the Local Authority in making decisions, the LA has a number of advisory Panels that include membership from external agencies including but not limited to school, Educational Psychology Service, Health and Social Care. All these agencies are also bound by the GDPR 2018.

### **How will you record my wishes about sharing my personal information and that of my child?**

We will use this form, which will be kept with your records. If we receive a request to share information, an authorised member of staff will check the details on this form before any information is released.

**Could the information be shared without my permission?**

Yes, this information may be shared if the safety of your child / children, family or any other person may be at risk. Where the LA is required to secure an education setting that is not in line with parental / young person preference.

**If I am a child or young person, who says whether my information can be shared?**

Normally anybody 16 years old or above and who has mental capacity will be presumed to be mature enough to comment on whether to share their information. For a person under 16 years of age or a person who lacks mental capacity, someone with parental responsibility or with nominated responsibility e.g. deputyship, in consultation with professionals, may discuss sharing information.

**What are my rights?**

Your information is protected by the Data Protection Act 1998 and the GDPR 2018. This means that the information provided will only be used for the reasons we have stated. It will be kept safe and secure.

You have the right to see what personal information is being kept about you or your child and to correct any inaccuracies.

You also have the right to ask for any personal information that is no longer relevant to your child's education to be removed.

**Please complete the following:**

<b>Child / young person name</b>	
<b>Date of birth</b>	

I, \_\_\_\_\_ understand and consent to Brighter Futures for Children gathering and sharing information in order to support me / my child through the statutory SEN processes to ensure well-coordinated services are provided to best meet my needs / the needs of my child.

I agree to the gathering and sharing of reports / information between relevant practitioners and agencies in relation to all aspects of the Statutory Assessment process, consultation with educational settings and ongoing monitoring through annual review of Education, Health and Care (EHC) Plans, if issued. Where the local authority considers that special educational provision may need to be made in accordance with an EHC Plan and is considering whether an assessment is necessary it must notify:

- The child / young person's parent or the young person
- the child / young person's Nursery, school, college or training setting
- LA officer responsible for social care for children or young people
- Health Services (the relevant Clinical Commissioning group or NHS England).

To inform their decision the LA will need to take into account a wide range of evidence therefore will include services such as:

- A paediatrician, dietician, paediatric community nurse, health visitor, physiotherapy and occupational therapy, speech and language therapy, GP, school nurse, Emotional Well Being and Mental Health Service.
- the Educational Psychology Service.

I understand that at any time I can change or withdraw my consent by notifying the Team in writing to at Special Educational Needs Team, Brighter Futures for Children, Civic Offices, Bridge Street, Reading RG1 2LU or email to [sen@brighterfuturesforchildren.org](mailto:sen@brighterfuturesforchildren.org). Please contact the SEND team on 0118 937 2674 if you would like to discuss this further.

<b>Signed</b> (parent / young person)	
<b>Print name</b>	
<b>Date</b>	