**Requesting an EHC Needs Assessment**

**Sample letter**

The parts of this letter in **bold** will need to be changed or deleted so that they are relevant to your situation.

**Your address and postcode**

**Your contact number and email address**

Special Educational Needs Team

Tameside Metropolitan Borough Council

PO Box 317

Ashton-Under-Lyne

OL6 0GS

**Date**

Dear SEN Manager

Request for EHC needs assessment

Re: **Child or young person’s name**, DoB **(give date of birth)**

I am writing **as the parent of the above child *or* on behalf of the above young person** to request an assessment of their Education, Health and Social Care needs under section 36(1) of the Children and Families Act 2014.

**Child or young person’s name** currently attends **name of nursery/school/college.**

***Or* Child or young person’s name** is out of **school/college**.

I believe that **name** is entitled to an EHC needs assessment because **he/she** requires special educational provision to meet **his/her** needs.

I have completed and enclosed the All About Me form, which gives details of **name’s** special educational needs; the support **his/her nursery/college/school** has provided; **his/her** progress; and what I think is needed.

I have listed the professionals who are involved with my child in the All About Me form and I would like you to get advice from them.

***Or*** The following professionals are involved with my child and I would like you to get advice from them. **(Then list the professionals involved with your child or young person.)**

I am also enclosing copies of reports which may help you make your decision.

Thank you for considering my request and I look forward to hearing your reply within the statutory six week period.

Please acknowledge receipt of this letter.

Yours faithfully

**Your name**

***Or* Your name** on behalf of **young person’s name**

For further information, please contact:

**SENDIASS** (Tameside Special Educational Needs and Disability Information, Advice and Support Service)

Tel: 0161 342 3383 Email: [sendiass@tameside.gov.uk](mailto:sendiass@tameside.gov.uk) Website: [www.tameside.gov.uk/sendiass](http://www.tameside.gov.uk/sendiass)