

Request for EHCP Needs Assessment

[Your Name]

[Your Address]

[City, Postcode]

[Your Email]

[Your Phone Number]

[Date]

SEND Team

[Local Authority Name]

[Address]

Subject: Request for an Education, Health, and Care Needs Assessment for [Child's Name]

Dear Sir/Madam,

I am writing to formally request an Education, Health, and Care (EHC) needs assessment for my child, [Child's Name], in accordance with the Children and Families Act 2014.

[Child's Name] is [age] years old and currently attends [School Name]. Due to their additional needs, I believe that an EHCP is necessary to provide the appropriate support to ensure they can access education effectively.

I have included supporting evidence from [list any supporting documents, e.g., school reports, medical professionals, etc.]. As per the SEND Code of Practice, I understand that the local authority must respond to this request within six weeks.

I look forward to your confirmation that this request has been received and will be processed accordingly.

Yours sincerely,

[Your Name]