

Young Person Parent / Carer Request for an Education Health Care (EHC) Needs Assessment

This form is to be used by a **young person** to request an EHC needs assessment. Or by a **parent/carer** for their child. **If you are a professional / setting** who would like to make a request, **please do not use the appropriate form.**

How to complete this form

To help you/your child, we must have as much information as possible about any special educational needs and/or disabilities.

Reason for Request Section

In this section tell us about any Special Educational Needs and/or disabilities (SEND) you or your child may have. Here are a few examples:

Cognition & Learning Difficulties	Communication & Interaction Difficulties	Sensory and/or Physical	Social Emotional Mental Health Difficulties
Literacy – reading, writing, spelling comprehension	Speech problems can't remember words.	Vision problems	Mood swings
Working at a level below others of the same age	Not speaking (selective mutism) Stutter or stammer	Hearing problems	Challenging Behaviour
Difficulty keeping up – needs extra time to complete work	Avoiding eye contact	Physical difficulties	Unable to make and keep friends
Lack of coordination	Finding it hard to say how they feel	Sensory processing: upset by loud noises and/or crowds, Picky eater	Anxiety
Dyslexia, dyspraxia, dyscalculia	Poor understanding		Eating Issues
Memory problems	Poor listening and attention		Being withdrawn

Agencies or Professionals Involved

In this section, we need to know about the professionals you/your child is known to. This will help us gain a clear picture of any SEND and support needed. Please provide contact details. If you have any diagnoses or reports, state this on the form and attach them to your submission.

Declaration of Consent

The way we use people's personal information is covered by law. This law is called the General Data Protection Regulations (GDPR). We collect data to:

- identify your child's SENs &/or Disability
- identify the support required, which will help you or your child to achieve their outcomes.
- identify who we need to speak to so that we can ask them to send us information and advice relating to you or your child.
- make decisions about whether to make a statutory needs assessment or issue an Education, Health and Care (EHC) Plan

The information you share with us is confidential. We store your information securely. We only keep your information for as long as the law says we should.

We need to share your information with other people involved with you/your child. We do this so that they have the information they need to provide you with the best support possible.

We need your permission to do this. **Without permission, we are unable to proceed with the request.**

Help With Completing the Request Form

You could ask someone you trust and who knows your child, to help you fill in this form.

Or contact the [Special Educational Needs and Disabilities Information, Advice and Support Service](#) (SENDIASS). SENDIASS offers free, impartial and confidential information, advice and support to children and young people (0 to 25 years) with special educational needs and/or disabilities (SEND) and their parents and carers.

Area	Co-ordinator	Phone	Email
Allerdale	Susan Eastwood	07824 408922	susan.eastwood@cumberland.gov.uk
Copeland/West Carlisle	Bev Marrs	07788 360336	bev.marrs@cumberland.gov.uk
Carlisle North/South/East Brampton/Longtown area	Joanne Thomlinson	07825 584865	joanne.thomlinson@cumberland.gov.uk