

This information sheet is for you if you are aged between 16-25 years old:

- Attend a SixthForm or College,
- Want to understand what an EHC Needs Assessment is?
- Why one might be requested.

Turn over for more

If you want
to know more
about what SEN
is and how your
Sixth Form or
College should be
supporting you
with this, please
contact us.



An Education, Health, and Care (EHC) Needs Assessment is a detailed assessment of your education, health, and care needs. It is the first step to getting an Education, Health and Care (EHC) plan.

An EHC plan can result in additional help and funding for you at Sixth Form or College if you have special educational needs (SEN).

- If you, (your parent/carer if you agree) or Sixth Form or College feel that the help they are providing, is not enough or need more money to keep it going, then you or your Sixth Form or College can request an EHC Needs Assessment. This request is made to the council, who are usually referred to as the **Local Authority (LA)**.
- Before the request is made -you are expected to give your views on what you are having difficulties with, the help you are receiving and what help you think you need.
- The letter or form used to make an EHC Needs Assessment request, should contain the following information:
 - A description of your SEN (what you are struggling with or finding difficult)
 - The support you need for your SEN
 - The support already put in place by your Sixth Form or College
 - Your progress so far
 - Include your SEN Support plan and reports written by any professionals who have seen or worked with you.

If you would like to make an EHC Needs
Assessment request yourself, please contact us
for a template letter to make the request.

SEN is when you find learning or being at Sixth Form or College a struggle compared to other students and need extra or different types of help for this.

EHC Needs Assessment Time Scales and Steps

Request for an EHC Needs Assessment is The EHC Needs Assessment takes place A draft EHC plan issued received and LA makes a decision. and then finalised 20 **WEEK** The EHC Needs By week 20, you By the sixth week, The EHC Needs Assessment process Assessment the LA **must** inform can take up to 10 weeks - this is to **must** be issued with request is received you/your parent/carer allow for all the relevant information your final EHC plan by the LA. of the decision. and advice to be gathered from a hopefully naming range of professionals, for example, your chosen Sixth The decision will be The LA has six your Sixth Form or College, Form, College or weeks from when either they: they received the · Agree to

decision)

request to decide

whether they are

aoina to start an

assessment or not.

When the LA receive the FHC Needs Assessment Request, they must consider:

- whether you have or may have special educational needs: and
- whether you may need special educational provision (extra or different types of help) to be made through an EHC plan.

Educational Psychologist, health professional (to see if you need help with any medical needs you might have). Also a social care profesisonal - to find out if you need any support outside of Sixth Form or College to socialise or something else.

Following this, the LA will read all the information and advice gathered.

It is at this point the LA decides whether to issue a draft EHC plan or not. If they do, they will send you a draft copy, for you to look through and comment on the following;

- · Each Section, and
- Whether you want to continue at your current Sixth Form/College or want a new one named.

training setting in Section I.

You have a Right of **Appeal** at this stage, if there are still parts in the plan that you do not agree with.

If the LA decides not to issue you with a draft EHC plan at the end of an assessment, they **must** tell you by week 16.

You have a **Right to Appeal** this decision too.

If the answer to both of these questions is yes, then the LA **must** carry out an EHC Needs Assessment of vour needs. The entire process must take no longer than 20 weeks from start to finish.

If the LA exceed these timescales, you can lodge a formal complaint.

assessment.or

Refusal to assess

to Appeal this

(You have a Right

How we can help:

We can

- Go through any questions you have about the EHC Needs Assessment
- Support you to make an EHC Needs Assessment Request
- Provide support through the EHC Needs Assessment process
- Provide advice on your options when you have a Right of Appeal

How to contact us:

- By phone call or text our Children and Young People's officer on 07917 504 390
- Call our office Helpline Number: 020 8871 8065
- Email: wiass@wandsworth.gov.uk
- Visit: wiass.org.uk

We are Free, Confidential (private) and Objective (we will not tell you what to do or take sides)







