

Requesting an EHCP needs assessment

Top tips for parents

1. You can apply yourself - you do not need the school's permission.
2. Use the Local Offer page to find your local authority's parent request form.
3. Provide evidence where possible: professional reports, school records, or observations.
4. Remember the legal test is low - if your child may have SEN and may need support beyond what school can provide, the local authority (LA) must assess.
5. Diarise the date the form is sent, this starts the 20-week legal timeline.
6. If refused, appeal. You have two months to challenge the decision at the SEND Tribunal.
7. A diagnosis isn't required to meet the legal definition of SEN.
8. Include extra information if the form is too restrictive, you can attach a separate sheet.

EHCP - Education, Health and Care Plan

Need support?

Contact us or visit our website to find out how we can help:
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