

Draft Letter to Request Assessment

In most cases the nursery, school or further education institution will help start the process for an Education, Health and Care plan Assessment. In some cases parents may wish to start the process independently.

Below is a draft letter to help you write to your local authority to ask them to assess your child.

Dear [Name of Director of Children's Services]

[Insert child's name and date of birth and the name of the nursery, school or college they attend]

I am writing as the parent of the above child to ask you to carry out an assessment of his/her special educational needs under section 36 of the Children and Families Act 2014.

My child has a diagnosis of...

This affects him/her in the following ways...

S/he has difficulty with... [Describe how your child's difficulties affect his/her ability to learn. Think about reading, writing, numbers, talking, listening and understanding, friendships, physical skills, concentration, emotions, behaviour, mental health].

S/he has received the following additional support in school... [Say what help your child has been getting on School Action/Action Plus or SEN support. This could be help in school from a teaching assistant, or support from specialists such as an educational psychologist or dyslexia teacher].

S/he has also received support from... [Say if health or social care services have provided support, for example Child and Adult Mental Health Services (CAMHSs)].

However, my child is likely to need more help than the school is able to provide from within its own resources because... [Say if you are particularly worried about your child's progress and/or behaviour. Mention any evidence for this, for example recent exclusions, refusal to attend school, signs of anxiety at home, school reports, test results.]

I understand that you are required by law to reply to this request within six weeks. I look forward to hearing from you soon.

Yours sincerely,

[Your name and signature]