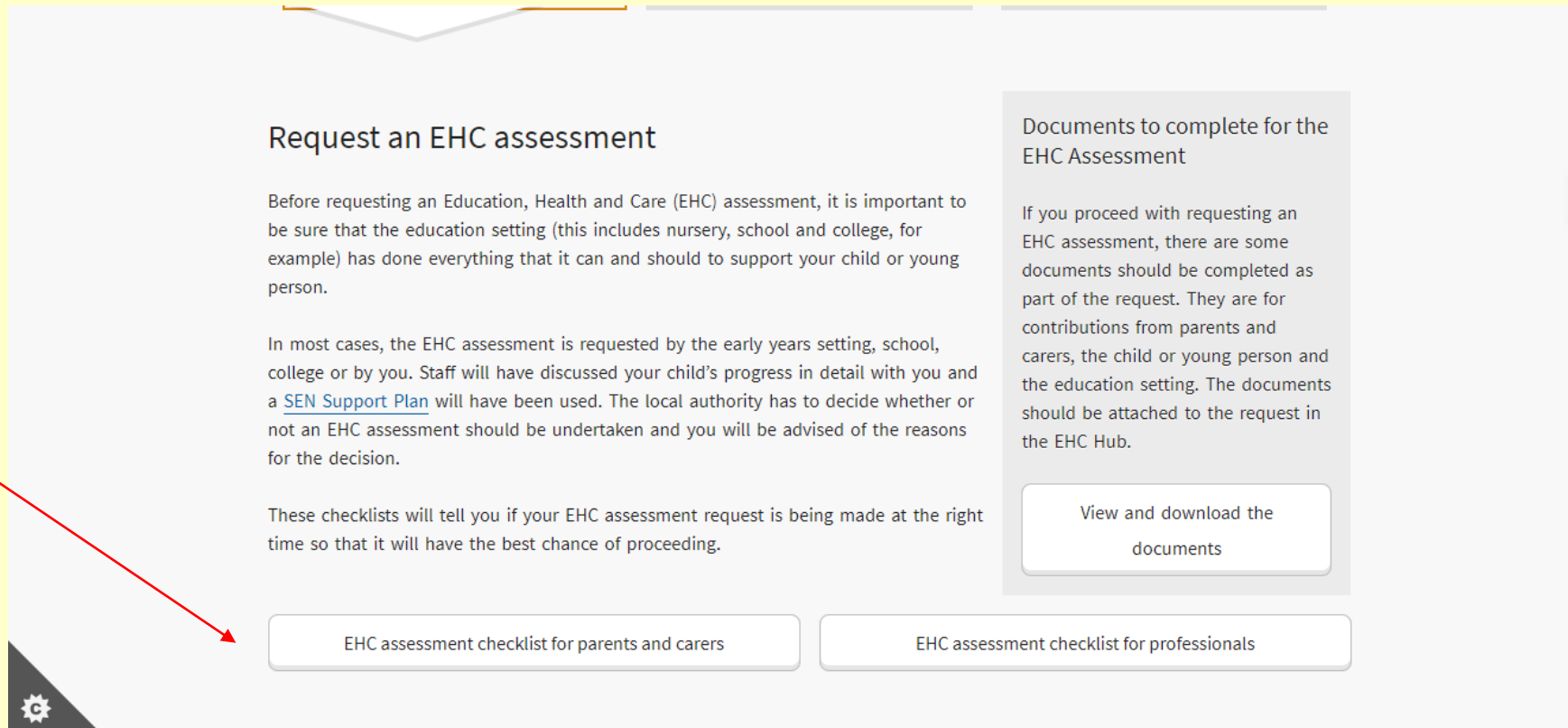


How to apply for an EHC needs assessment



To make a request for an Education Health and Care (EHC) needs assessment, a request needs to go to the Special Educational Needs (SEN) Service. You will be taken through a series of questions once you click on the tab “checklist for parents and carers”. You have to make the request online [here](#):



Request an EHC assessment

Before requesting an Education, Health and Care (EHC) assessment, it is important to be sure that the education setting (this includes nursery, school and college, for example) has done everything that it can and should to support your child or young person.

In most cases, the EHC assessment is requested by the early years setting, school, college or by you. Staff will have discussed your child's progress in detail with you and a [SEN Support Plan](#) will have been used. The local authority has to decide whether or not an EHC assessment should be undertaken and you will be advised of the reasons for the decision.

These checklists will tell you if your EHC assessment request is being made at the right time so that it will have the best chance of proceeding.


Documents to complete for the EHC Assessment

If you proceed with requesting an EHC assessment, there are some documents should be completed as part of the request. They are for contributions from parents and carers, the child or young person and the education setting. The documents should be attached to the request in the EHC Hub.

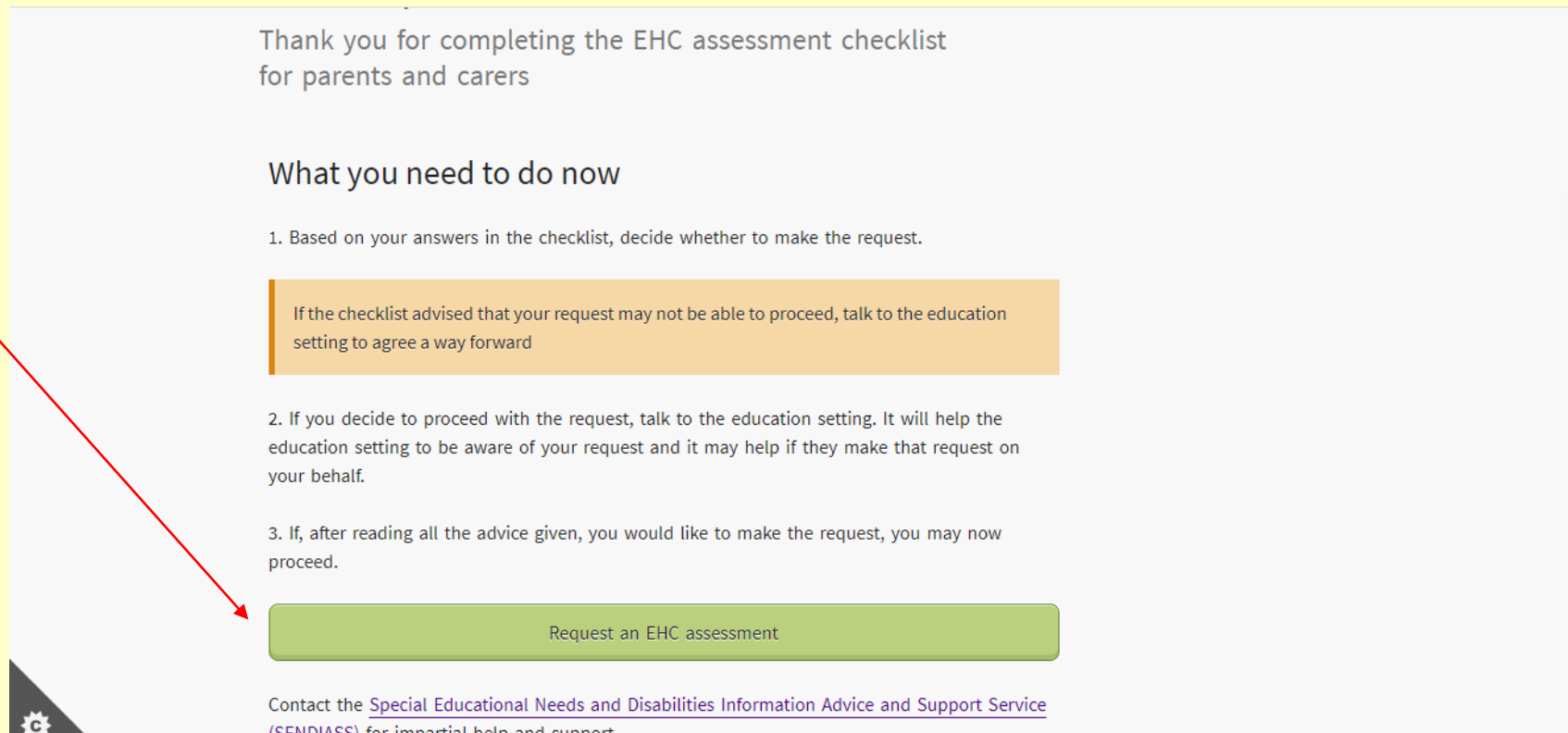
View and download the documents

EHC assessment checklist for parents and carers

EHC assessment checklist for professionals



Click the tile called “Request an EHC needs assessment”. You have to go through a checklist but no matter what your answers to these questions, you can still progress to making an EHC needs application.



Thank you for completing the EHC assessment checklist for parents and carers

What you need to do now

1. Based on your answers in the checklist, decide whether to make the request.

If the checklist advised that your request may not be able to proceed, talk to the education setting to agree a way forward

2. If you decide to proceed with the request, talk to the education setting. It will help the education setting to be aware of your request and it may help if they make that request on your behalf.
3. If, after reading all the advice given, you would like to make the request, you may now proceed.

[Request an EHC assessment](#)

Contact the [Special Educational Needs and Disabilities Information Advice and Support Service \(SENDIASS\)](#) for impartial help and support

During the EHC needs application process you will be asked three questions:

What historical information about the child or young person's **special educational needs** is relevant to this request?

What historical information about the child or young person's **health needs** is relevant to this request?

What historical information about the child or young person's **social care needs** is relevant to this request?

After you have submitted your request, you will receive an immediate autoreply to confirm that it has been safely received. You will then receive an email from the Hampshire SEN Service within two weeks, inviting you to register on the EHC Hub. Once you have registered you will be able to upload documents and any other evidence you wish to share with Hampshire SEN on to the hub.

You have been invited to register an account on the Education, Health and Care (EHC) Hub as a parent, carer or guardian. Click the link below (Complete your registration) and you shall be guided through setting up your account.

Registering your account will enable you to view the progress of your EHC case, provide additional information or advice you wish to be considered and view information provided by others involved in your child/ young person's care.

[Complete your registration](#)

Once your account is successfully registered, please use the following link to access the EHC Hub:

[Education, Health and Care Hub](#)

- You may have heard of the 'Our Story', which is the document that was used to capture a parental contribution. This asks for information about: a) your child's early years b) their educational progress and learning, c) their friends and relationships, d) their health and wellbeing
- Although this is not requested now, you can still use the template if it helps you to gather your thoughts and views about your child
- Hampshire SENDIASS can provide you with the template and some guidance on completing the Our Story
- If your child or young person would like help with preparing their views about their education, we can offer that support to them.

We can support you with this process both via email and over the phone so please do come back to us again if you have further questions.



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