PRIVATE AND CONFIDENTIAL

**Insert your address**

**Telephone number**

**Email address**

**Wandsworth Special Educational Needs Assessment Section (SNAS)**

**Town Hall**

**Wandsworth High Street**

**London**

**SW18 2PU**

**[Insert date]**

**YOUNG PERSON REQUEST FOR EHC NEEDS ASSESSMENT**

Dear Wandsworth Special Educational Needs Assessment Section (SNAS),

I am writing to request an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014, for myself.

**Reasons for the request**

My [**INSERT NAME]** is and **I** believe that I am entitled to an assessment of my needs because I require special educational provision (extra or different type of support) to help me meet my goals/aspirations for the future.

I attend [**INSERT NAME of SCHOOL/COLLEGE HERE]**

**If you are not at school/college–please choose the sentence below**

I am currently not attending a school/college

1. My aspirations and goals for the future are

 **For example (add what applies to you),**

**-To get a job/work (explain what type of job if you know)**

**-Go to college**

**-Go to university**

**-To have a social life (meet up with friends)**

1. I believe that I need support or help with

 **For example (add examples that apply to you),**

**-Becoming more independent**

**-Keeping up with lessons/training**

**-Being part of a group**

**-Making friends**

1. I believe the support I will need, to help me meet my goals/aspirations for the future is

**For example (add examples that apply to you),**

**-Extra time in lessons to take down information**

**-Training and experience in the job I want to do**

**-A laptop to help my record my thoughts and ideas**

**-A better understanding of why I find it difficult to focus longer than 15 minutes in a large group/classroom**

1. At school/college what helped me or I found useful was

 **For example (add/use examples that apply to you),**

 **-A laptop to help with writing and putting my ideas and thoughts down**

 **-Someone to talk through my ideas or how I am feeling**

1. I believe if an assessment of my needs and the support I require is not carried out then I will not be able to

**For example (add/use examples that apply to you),**

**-Continue at school/college**

**-Get the right skills or experience to become …..**

**-Find it difficult to take part in lessons**

**-Find it difficult to school/6th form/college**

1. I have included with this letter the following evidence/information in support of my request:

**For example (include the one that applies to you),**

**-Include any copies of progress/targets review reports**

**You could include any reports you have from**

**-School/college**

**-A keyworker**

**-A learning mentor**

**-Educational Psychologist**

**-ADHD nurse report**

**-A social services report**

**-A report from your doctor**

I look forward to hearing from you by no later than **[insert date 6 weeks from the date of the letter].**

Please kindly acknowledge you have received this letter as soon as possible.

Yours faithfully

**[Insert name]**