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]**

**PARENT/CARER REQUEST FOR EHC NEEDS ASSESSMENT**

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

**INSERT NAME OF DAUGHTER OR SON AND DOB**

**I am the parent/carer of [insert name of child or young person]** and am writing to request an Education, Health and Care needs assessment under section 36 of the Children and Families Act 2014.

My daughter/son attends **INSERT NAME OF NURSERY/SCHOOL/COLLEGE (IF APPROPRIATE)**

**Reasons for request**

I believe that **[name]** is entitled to an assessment of **her/his** needs because [**name]** requires special educational provision (extra or different type of support) to meet **her/his** needs.

1. **Explain or list your son or daughters special educational needs (SEN) below**

**What do they find difficult at school/college?**

**For example,**

* **Reading/writing/spelling**
* **Concentration**
* **Making friends**
* **Communication(understanding and or speaking)**
* **Emotional and behavioural needs**
* **Difficulties with confidence**
* **Visual or hearing difficulties**
* **Physical**
* **Sensory(sensitive to noise)**
* **Extra time to complete work**
* **Being sent home from school or excluded**
1. **Explain or list what actions and support (extra or different help) have the nursery/school or college taken to date to meet your daughter/son’s special educational needs?**

**For example,**

* **1:1 support for reading and writing**
* **Small group support to help with making friends**
* **A laptop to help with writing**
* **Makaton signing to help with communication**
* **Support from a speech and language therapist(SALT)**
* **Learning mentor or keyworker to talk through worries**
1. **Explain here, why you believe your daughter/son needs an EHC Needs Assessment.**

**For example (choose the sentence that applies to you),**

I believe that my daughter/son has only made progress because of all the extra and different type support provided to her/him at nursery/school or college.

* **You can explain here what progress has been made**

**Or**

I believe that my daughter/son has not made enough progress because the nursery/school or college cannot provide her/him with all the support he/she needs.

**For example,**

* **You can explain here what progress has not been made**
* **You can also explain what extra support you think your daughter/son may need**

**4) I am enclosing the following evidence/information in support of my request:**

**For example (include the ones that apply to you),**

**-Any copies of progress/targets review reports (sometimes called Provision maps/Individual Education Plan (IEP) the nursery/school or the college have provided you with)**

**-You could include any reports you have from the nursery/school or college or professional/s who have worked with your daughter/son.**

**For example (these may not apply to you)**

**-Educational Psychologist**

**-Literacy support service**

**-If you are waiting for reports please write who from and when you are expecting the report/s.**

**-If your daughter/son has been excluded please include letters sent to you from the nursery/school/college or –Letters/logs of when you have been asked to collect your daughter/son from nursery/school/college due to behaviour.**

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]**