

Appropriate evidence to support a request for EHC Needs Assessment

February 2024

This checklist is to support schools/settings to collate and share the most relevant supporting evidence with the Local Authority (LA), when requesting an EHC Needs Assessment for a child or young person. This will ensure the LA has the information required to support accurate and timely decision making.

# Guidance Notes

* Please be concise. There is no requirement for schools to share additional contextual information such as behaviour/incident logs or attendance logs, however evidence should show how trend analysis of these have informed intervention.
* Sharing only the pertinent information enables the panel to consider requests in a timely way and reduces the amount of time spent collating information in school.
* Not all documents will be required.
* Any reports provided should usually be no more than 18 months old.
* Clearly label each report, particularly if you have scanned a printed document.

# Suggested Evidence

With examples and guidance notes.

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| Evidence of action taken and progress made | Yes | No |
| **Children/ young person’s and family’s views and aspirations.**One Page Profile |[ ] [ ]
| **Copies of One Plans (Cycles of Assess, Plan, Do, Review) Preferably the last 3.**Examples of how whole school/class approaches to learning have been differentiated.Clearly showing that evidence-based assessments have been used, support that is relevant and proportionate to the assessed needs has been implemented and the impact of this reviewed. |[ ] [ ]
| **Attainment data and progress over time.** |[ ] [ ]
| **Costed provision map.** Detailing how the school have used £6,000 of notional SEN funding. |[ ] [ ]

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| Evidence of special educational need | Yes | No |
| **Advice sought from health, social care and/or education professionals.**Evidence of how these recommendations have been implemented and the impact. |[ ] [ ]
| **Cognition and Learning** Please use recognised standardised assessments relevant to the CYP’s attainment level. See [Essex Recommended Assessments for Identifying Pupils' Needs](https://schools.essex.gov.uk/pupils/SEND/Documents/Essex%20Recommended%20Assessments%20for%20Identifying%20Needs%20v5%20Sept%202023.docx) |[ ] [ ]
| **Communication and Interaction**See [Essex Recommended Assessments for Identifying Pupils' Needs](https://schools.essex.gov.uk/pupils/SEND/Documents/Essex%20Recommended%20Assessments%20for%20Identifying%20Needs%20v5%20Sept%202023.docx)Speech and Language assessment / report. |[ ] [ ]
| **Social, Emotional and Mental Health** See [Essex Recommended Assessments for Identifying Pupils' Needs, and](https://schools.essex.gov.uk/pupils/SEND/Documents/Essex%20Recommended%20Assessments%20for%20Identifying%20Needs%20v5%20Sept%202023.docx)Thrive assessment, Six Core Strengths Assessment, STAR analysis (Functional Behaviour Assessment)medical report |[ ] [ ]
| **Visual Impairment** Ophthalmological report, VI Specialist Teacher report. |[ ] [ ]
| **Hearing Impairment** Audiological reports, Teacher of the Deaf report. |[ ] [ ]
| **Physical development** Medical evidence, PNI Specialist Teacher assessment. |[ ] [ ]
| **Has the request been discussed with the school's Link Inclusion Partner and/or Educational Psychologist.** |[ ] [ ]

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| Additional mandatory information | Yes | No |
| **Signed parental permissions form** |[ ] [ ]

# Further Guidance



* [Requesting Statutory Assessment (EHCNA)](https://eur02.safelinks.protection.outlook.com/?url=https://schools.essex.gov.uk/pupils/SEND/Pages/EHC-Needs-Assessments.aspx&data=05%7c01%7cEducationWebTeam%40essex.gov.uk%7c7a59ca39236d4a4c353e08dbd07d1209%7ca8b4324f155c4215a0f17ed8cc9a992f%7c0%7c0%7c638333007810506674%7cUnknown%7cTWFpbGZsb3d8eyJWIjoiMC4wLjAwMDAiLCJQIjoiV2luMzIiLCJBTiI6Ik1haWwiLCJXVCI6Mn0%3D%7c3000%7c%7c%7c&sdata=82Z9SA0RmqLIgSQVjoSKlnwFrD1RJFAuB04iPC6ImCw%3D&reserved=0)
* ​[SEND Support Summary - Code of Practice Systems for Essex Schools](https://schools.essex.gov.uk/pupils/SEND/Documents/SEND%20Support%20Summary%20%E2%80%93%20Code%20of%20Practice%20Systems%20for%20Essex%20Schools%20v5%20March%202023.docx) - A useful summary of the process to follow it there are concerns about a pupil’s attainment, well-being or SEND

If you require any additional advice regarding EHC Needs Assessment requests, please contact your Inclusion Partner or Educational Psychologist, in the first instance.