

Tade Autism Centre
EHCP Toolkit (Education, Health & Care
Plans)

Practical resources for families applying for EHCPs
in the UK.

Section 1: Step-by-Step Guide to EHCP Applications

- Request an assessment.
 - Parents/carers or schools can write directly to the Local Authority (LA).
 - No professional referral is required.
- LA Decision (Week 6)
 - The LA must decide within 6 weeks whether to carry out a full assessment.
- Assessment Phase
 - Professionals (e.g., Educational Psychologist, Speech & Language Therapist) provide reports.
 - Parents/carers can submit their own evidence.
- Draft EHCP (Week 12)
 - LA shares a draft plan. You can suggest changes before it's finalised.
- Final EHCP (Week 20)
 - Issued by the LA, including named school/setting.

Section 2: Checklist of Documents

- ✓ Birth certificate /proof of ID
- ✓ Recent school reports
- ✓ Professional reports (e.g., SALT, OT, CAMHS, Paediatrician)
- ✓ Parent/carer views (written statement)
- ✓ Any SEND tribunal or appeal paperwork (if relevant)
- ✓ Medical diagnosis letters (if applicable)

Section 3: Sample Request Letter to LA

[Parent/Carer Name]

[Address]

[Postcode]

[Date]

To: [Name of Local Authority SEND Team]

Subject: Request for Education, Health and Care Needs Assessment

Dear [SEND Officer's Name],

I am writing to formally request an Education, Health and Care Needs Assessment (EHCNA) for my child, [Child's Full Name, Date of Birth], under Section 36(1) of the Children and Families Act 2014.

I believe that my child has or may have special educational needs which require additional provision beyond what is ordinarily available in mainstream school.

Please confirm receipt of this request and advise me of the next steps.

Yours sincerely,

[Parent/Carer Name]

Section 4: Planning Worksheet for Parents

Child's Strengths

- (e.g., loves art, enjoys numbers, kind to peers)

Child's Needs

- (e.g., struggles with transitions, requires speech therapy support, sensory difficulties)

What Works Well

- (e.g., visual timetables, 1:1 support during writing tasks)

What's Needed

- (e.g., SALT once per week, OT for sensory regulation, smaller class size)

At Tade Autism Centre, we know EHCPs can feel overwhelming. Use this toolkit as a guide, but also reach out for support. You don't have to do this alone.

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