



## Integrated Children's Services

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21st January 2022

Dear Colleagues

### **Updated version; Children with SEN and requests for EHC needs assessment**

I wrote at the beginning of term that following feedback from schools and parents and after discussion with other Local Authorities and the DfE we have further updated the information for parents of children who may have special educational needs. The contents of this letter have been updated and this version should be used for reference.

The aim is to state our intention to work in partnership with parents to help children with SEN make educational progress and clarify what information is helpful in aiding Local Authority decision-making about whether an EHC needs assessment is necessary for a child or young person.

In our updated guidance, parents have been encouraged to talk with their child's school so that there is a shared view about:

- the progress a child has made in school
- his or her developmental milestones
- the context of his or her special educational needs, including the SEN Support that has been planned, delivered and reviewed and barriers to learning

We have suggested parents contact their child's school to arrange a meeting and that if support is needed parents could request advice from Information Advice and Support Kent – iASK (0300 041 3000).

We have affirmed that parents can make a request for an Education, Health and Care needs assessment of a child's special educational needs by the Local Authority in writing or verbally. There is an [online form](#) to help guide parents when making a request in writing . Alternatively, parents who would prefer to make a verbal request could contact iASK for support and guidance.

Please find appended to this letter the revised online format for parental requests for the Local Authority to carry out an Education, Health and Care (EHC) needs assessment of child's special educational needs. This contains the information that is included in Section A, if the Local Authority decides to issue and EHC Plan.

If parents are unable to make their request online, they will be referred to the team at iASK (Information and Advice Service Kent – 0300 041 3000) who can help them to submit the request online.

We welcome your support in helping to raise awareness of the excellent teaching and learning opportunities that are provided for children with SEN across Kent. We are keen to work with you to build parental confidence in the support and provision of our schools.

With all best wishes

Yours sincerely

A handwritten signature in cursive script that reads "Christine McInnes".

**Christine McInnes**  
**Director of Education**

## **APPENDIX A – AUTOMATED RESPONSE TO PARENTS**

Thank you for your email, we are keen to work in partnership with parents of children with special educational needs to help children make progress. To consider whether an EHC needs assessment is necessary for your son or daughter it would be helpful for us (the Local Authority) to have information about the progress he/she has made in school, his or her developmental milestones and the context of his or her special educational needs.

We have found that parents are best able to provide the information needed for us to make decisions (about whether an EHC needs assessment is necessary for your son or daughter) when they have met with their child's school or early years setting Special Educational Needs Co-ordinator to talk about their child's SEN support and his/her educational progress.

If you haven't already done so we suggest you contact your child's school to arrange a meeting. If you would like support in doing so, you could request advice from Information Advice and Support Kent – iASK (0300 041 3000).

A request for an Education, Health and Care needs assessment of a child's special educational needs by the Local Authority can be made in writing or verbally.

If you think your son/daughter may have special educational needs that cannot be met through the provision already available in his/her school, we have an online form to help guide parents when making a request for the LA to carry out an Education, Health and Care needs assessment. Alternatively, parents who would prefer to make a verbal request could contact iASK for support and guidance.

For more information about what support is available for children with special educational needs in Kent schools and early years settings please visit the [SEND Information Hub](#).

We hope this is helpful.