**Template letter requesting an Education, Health and Care needs assessment (young people aged 16 and over who can make their own request or ask for help to do so)**

Once you have prepared your request, you should **email** it to one of the following (it will be forwarded on to the correct team if necessary):

Aylesbury: senaylesbury@buckinghamshire.gov.uk

Wycombe: senwycombe@buckinghamshire.gov.uk

Chiltern and South Bucks: sencsb@buckinghamshire.gov.uk

Your address

Integrated SEND Team

Buckinghamshire Council

Date: add date here

Dear Sir or Madam,

Insert your name and date of birth here

I am writing to request an assessment of my special educational needs under section 36 (1) of the Children and Families Act 2014. I attend [insert name of school/college setting/ I do not currently attend a school/college setting]

I understand that the test that the LA must apply in considering this request is contained in section 36(8) of the Children and Families Act 2014 and has two parts.

Part one of the test is that the child or young person has or may have special educational needs.

I feel that I have special educational needs because:

[List the reasons why you feel you have SEN and any evidence you have to support what you are saying – for example, diagnoses letters, school/college reports, and letters from any medical or other experts.]

Part two of the test is that it may be necessary for special educational provision to be made for the child/young person through the issuing of an EHC plan.

My reasons for believing that Imay need an EHC plan are:

[List any reasons which show why you think that an EHC plan may be needed to support you in education or training

Examples could include:

* a need for specialist teaching
* individual support beyond what the school/college can provide
* therapies from external specialists
* specialist equipment
* bespoke learning programmes
* independent living skills provision
* travel training

Evidence could include reports from professionals or the school/college recommending particular support, and/or evidence that you are not making progress despite the school or college putting interventions in place.]

My reasons for believing that the school/college cannot on their own make the provision required to meet my needs are:

[This could include:

* Your continuing concerns about your progress
* any difficulties completing your educational goals
* evidence of support already provided such as SEN support plans]

I also understand that for young people 18 and over Section 36 (10) of the Children and Families Act says that the Local Authority must also consider:

*whether the* ***young person requires additional time****, in comparison to the majority of others of the same age who do not have special educational needs,* ***to complete their education or training***

I feel I have not completed my education or training because: [give reasons]

The education/ training I need to complete is:

[list what you need to learn – this does not need to lead to a qualification, although it could do.

Examples are complete my gcses/A levels, small steps in managing money, keeping safe, communicating with others]

My long-term goal is: [what I want to be later on -e.g. career, volunteering role, living as independently as possible]

Without an EHC plan I will not be able to complete my education and training because I will no longer be funded to remain in education.

I would like you to seek advice from the following people, who are involved.

[List the people involved, giving addresses where necessary]

I will forward further information in due course.

I understand that you are required by law to reply to this request within six weeks and that if you refuse to carry out an assessment, I will be able to appeal to tribunal.

Yours faithfully,