



**Special Educational Needs & Disabilities
Information Advice & Support Service
(SENDIASS)**

Guidance on the EHC Hub – How to submit an application for an EHC Needs Assessment (EHCNA)

This guide has been produced to help you to understand how to apply for an Education Health and Care Needs assessment (EHCNA). Please follow the step by step instructions in the guide.

Before proceeding, please ensure you have spoken to your child's/your own School before you are making an application.

Havering SEND Information Advice & Support Service (SENDIASS)
12th Floor, Mercury House, Mercury Gardens, Romford, RM1 3DW
T: 01708 433885 E: sendiass@havering.gov.uk
W: www.haveringsendiass.co.uk

Step 1 – Visit the Local Offer Education Health & Care Plan page (link below)
<https://familyserviceshub.havering.gov.uk/kb5/havering/directory/advice.page?id=F6OtOGmE4rk>

Step 2 – Read the information

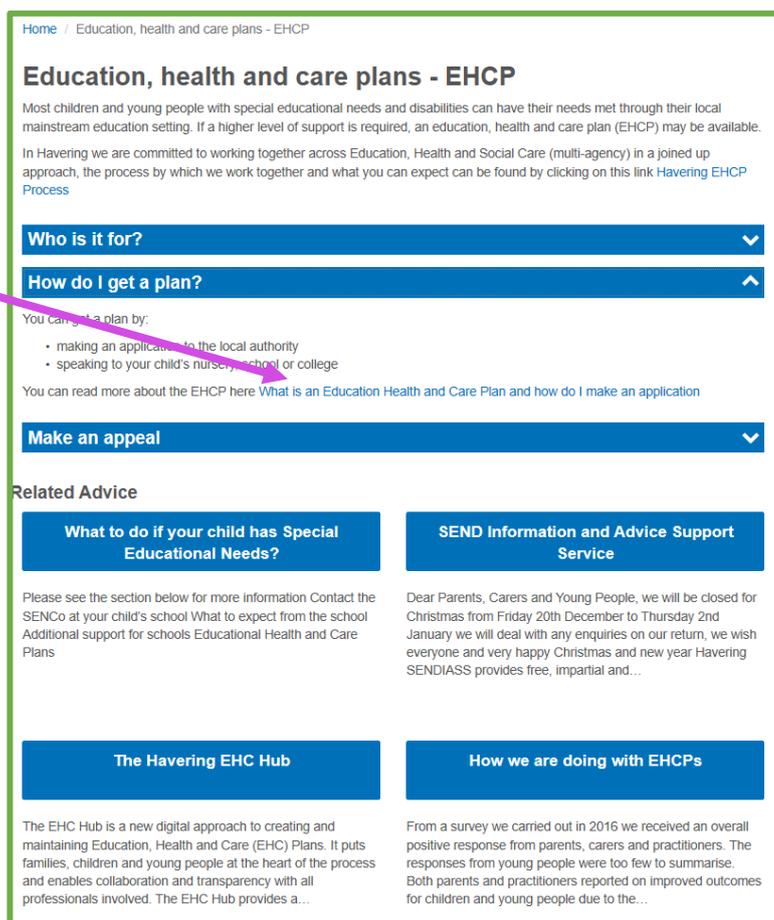
When you read all the information, this may help you with any queries that you may have regarding Education, Health & Care Plans (EHCP). Once you have done this you should proceed to Step 3 below.

Step 3 – Click how do I get a plan?

You must click the link named “What is an Education Health & Care Plan and how do I make an application”

Important Note:

The EHC Hub times out after 30 minutes of use. This will give you a 5 minute warning. You must save frequently.



Home / Education, health and care plans - EHCP

Education, health and care plans - EHCP

Most children and young people with special educational needs and disabilities can have their needs met through their local mainstream education setting. If a higher level of support is required, an education, health and care plan (EHCP) may be available.

In Havering we are committed to working together across Education, Health and Social Care (multi-agency) in a joined up approach, the process by which we work together and what you can expect can be found by clicking on this link [Havering EHCP Process](#)

Who is it for? ▾

How do I get a plan? ▲

You can get a plan by:

- making an application to the local authority
- speaking to your child's nursery, school or college

You can read more about the EHCP here [What is an Education Health and Care Plan and how do I make an application](#)

Make an appeal ▾

Related Advice

What to do if your child has Special Educational Needs?	SEND Information and Advice Support Service
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Please see the section below for more information Contact the SENCo at your child's school What to expect from the school Additional support for schools Educational Health and Care Plans

Dear Parents, Carers and Young People, we will be closed for Christmas from Friday 20th December to Thursday 2nd January we will deal with any enquiries on our return, we wish everyone and very happy Christmas and new year Havering SENDIASS provides free, impartial and...

The Havering EHC Hub	How we are doing with EHCPs
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The EHC Hub is a new digital approach to creating and maintaining Education, Health and Care (EHC) Plans. It puts families, children and young people at the heart of the process and enables collaboration and transparency with all professionals involved. The EHC Hub provides a...

From a survey we carried out in 2016 we received an overall positive response from parents, carers and practitioners. The responses from young people were too few to summarise. Both parents and practitioners reported on improved outcomes for children and young people due to the...

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Step 4 – Request an EHC Needs Assessment

Read the information, then click the Request an EHC Needs Assessment button

What is an Education, Health & Care Plan (EHCP)?

An Education, Health & Care Plan or EHCP is a document which sets out the education, health and social care needs of a child or young person aged up to 25, and the support that is necessary to help them achieve their outcomes.

Who needs an EHCP?

EHC plans are for children and young people (age 0-25) who have a special educational need or a disability that cannot be met by the support that is already available at their school or college.

Most children and young people with special educational needs and/or disabilities can have their needs met through their local mainstream education setting. If a much higher level of support is required, an EHCP may be needed.

How do I get an EHCP?

An EHCP can only be issued after a child or young person has gone through the process of an EHC needs assessment. At the end of that process, the Local Authority has to make a decision either to issue or not issue an EHCP.

[Request an EHC needs assessment](#)

Step 5 – Read the information

Once you have read all the information, you must then click the Request an EHC Needs Assessment button.

Requesting an EHC needs assessment

Should I speak to the school or college first?

Yes, definitely. Speak to your child's class/ subject teacher and/or the School SENCo or the Head of Learning at the College the young person is attending about your concerns before making a request for a needs assessment. You can also contact Havering's Children and Adults with Disabilities (CAD) Team (01708 431885) and/or Havering SENDIASS (Special Educational Needs Independent Advice & Support Service) 01708 433885.

What if the school or college offers to write on my behalf?

Anyone acting on behalf of a school or post 16 institution is able to write and request an EHC needs assessment. They are often best placed to make the request as they will need to provide the Local Authority with specific information to support it.

When should I request an EHC needs assessment?

If your child or young person is having difficulties with their work at school or college and not making expected progress, your first step is to speak to your SENCo at school or Head of Learning at College, they will then follow a process of Assess, Plan, Do and Review. If after receiving this 'SEN Support' your child is not making expected progress then you might think about making a needs assessment request in conjunction with the school SENCo/Head of Learning.

If your child is aged 0 to 5 speak to your Early Years setting about the additional support your child can receive, you can also contact the 0-5 Support Team in Havering. If your child does not make expected progress through this SEN support, then an assessment or other means of supporting them can be considered.

Young people (over 16 and up to 25) can make the request themselves if they have capacity.

Remember you can only ask for an EHC needs assessment if the child or young person has or may have special educational needs – it does not apply where there are only health and/or social care needs no matter how severe.

We always advise that you work with your child's School SENCo but if this is not possible you can make the request yourself.

[Request an EHC needs assessment](#)

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Step 6 – Complete the Details & Provide Consent

Please complete the following sections and provide consent for information sharing between relevant services to support the EHC Needs Assessment & Planning Process.

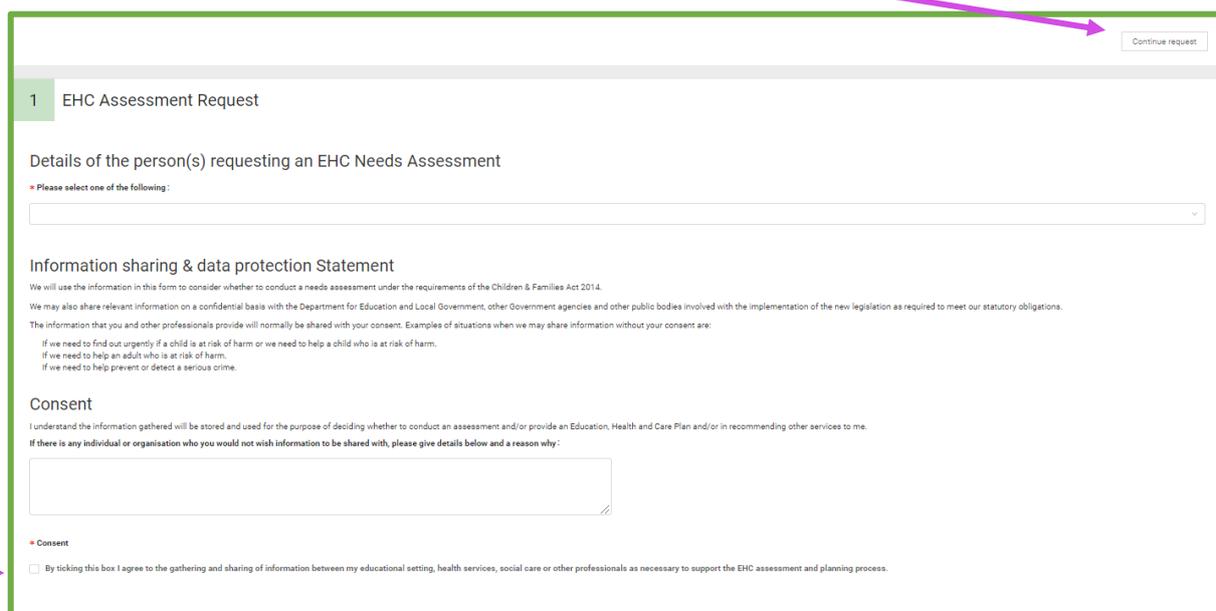
For support with this step, please see below.

Action No.1 – Details of the person(s) requesting an EHC Needs Assessment (EHCNA)
You must click on the drop down box and select the correct option for you.

Action No.2 - In order for the EHC Needs Assessment (EHCNA) request to go through, you will need to provide consent for the Children & Adults with Disabilities Team (CAD) to obtain information from external agencies to enable them to get a bigger understanding of your own/your child's needs.

You must ensure that you click the consent box at the bottom of the page.

Action No.3 – Once both actions above have been completed, you will be required to go to the next stage. To do this, you will need to click on the Continue Request button in the top right corner. You can find this here:



The screenshot shows a web form titled "1 EHC Assessment Request". It contains three main sections: "Details of the person(s) requesting an EHC Needs Assessment" with a dropdown menu and a red asterisk indicating a required field; "Information sharing & data protection Statement" with explanatory text and examples of information sharing; and "Consent" with a text area for providing details of any exceptions and a checkbox for agreeing to the terms. A "Continue request" button is located in the top right corner. A purple arrow points from the text above to the "Continue request" button, and another purple arrow points from the text above to the consent checkbox.

Step 7 – Complete Step 1 of the details section

In this section you will be required to confirm who the application is coming from. Please click yes if the application is being submitted by a Young Person (16+) for themselves.

If you are a parent/carer, completing the application for someone below the age of 16; you must click no.

1 Details of person requesting an EHCP Assessment

Has the request come from the young person? (over 16 years) :

Is this the first request made for the child or young person? :

You will then be asked to confirm if this is the first application made for an EHC Needs Assessment (EHCNA) for the child/young person. Please click the appropriate box.

Once you have done this, please proceed to Step 8

Step 8 – Child or Young Person's Details

You will be required to complete the following sections:

- Name
- Date of Birth
- Gender
- Ethnicity
- Telephone Number
- Email Address
- Home Address
- Preferred Method of Contact

Once this has been complete, please move to step 9.

2 Child or young person's details

First name: Last name:

Middle name(s): Preferred name:

UPN: Internal system reference: Date of birth: Age in years:

Gender:

NHS number:

Legal status: Ethnicity:

Preferred spoken language: Preferred written language:

Main telephone: Email address:

Address Line 1: Address Line 2:

Address Line 3: Town:

Country: Postcode:

Preferred method of contact: SMS Email Telephone Post

Step 9 – Child or Young Person’s main contacts (family and professionals involved)

In this section you will be able to add key contacts in the child or young person’s life. You will be asked to provide the following type of information:

- Full Name
- Relationship or Role (E.g. if family, type family)
- Organisation (if applicable)
- Contact Details (Telephone & Email Address)
- Address

The main family contact is the person that has parental responsibility for the child/young person that the request is being made for. They will be the person that will receive correspondence.

If you wish to remove a person, please click on the following button:

If you wish to add more than one key contact that the child or young person has, please click on the following button:

3 Child or young person's main contacts (family and involved professionals)

Full name: Relationship or role: Remove Contact

Organisation (if applicable): Preferred language: Q Search

Telephone: Email:

Address Line 1: Address Line 2:

Address Line 3: Town:

County: Postcode:

+ Add contact

Please remember to double check the information you have provided to prevent any unnecessary delays in occurring with your request.

Once you have completed this, please move onto the following page where you can find step number 10.

Step 10 – Details of the child or young person’s current education setting(s)

In this section you will be asked to select your child’s education setting.

In order to select the school, please start writing the School name and this will allow you to select from the list:

If your child’s school is out of Borough please click yes on the following question:

You will also be asked:
Current Year Group
If your child has left the school, you can fill in the:
Start Date
Leaving Date boxes
(This is not mandatory, if you don’t know the dates, the LA will ask the School)

4 Details of the child or young person's current education setting(s)

Choose a setting or setting type for a setting? :

Setting Type

Search for a setting within the area :

Is the setting out of area? :

Yes No

Year group :

Start date : Leaving date :

Reason for leaving :

Percentage attendance of child or young person in the last year and any comments on this :

If your child no longer attends the school, you will need to explain why. You can do this in the following textbox:

The Local Authority would also like to know the percentage of attendance for your child. If you don’t know this, please leave this blank.

Once this has been complete, please move to the following page where you can find Step 11.

Step 11 – Important Information about the child or young person

In this section you will first be asked what historical information about the child or Young Person's Special Educational Needs (SEN) is relevant to the request.

Consider the following:

- What professionals are involved?
- Has there been any progress made with support in place?
- How much support is in place?
- Does anyone else share the view an EHC Needs Assessment should be carried out?

You should put this information in the following box:

Secondly, you will be asked what historical information you have about the child or young person's health needs which is relevant to this request.

Consider the following:

- What health needs does the child or young person have (if any?)
- What professionals are involved for health purposes?
- Is the child or young person receiving any treatment?

You should put this information in the following box:

5 Important information about the child or young person

What historical information about the child or young person's Special Educational Needs (SEN) is relevant to this request:

What historical information about the child or young person's health needs is relevant to this request:

What historical information about the child or young person's social care needs is relevant to this request:

Was the child or young person involved in the discussion that led to this request?:

Has the parent(s) or carer(s) been involved in the discussions that led to this request?:

You will now be asked what historical information you have about the child or young person's social care needs (if relevant) to the request.

Consider the following:

- Has there been any Social Care involvement?
- Is the child or young person in receipt of any Short Breaks?
- Is the child or young person a Looked After Child (LAC)?

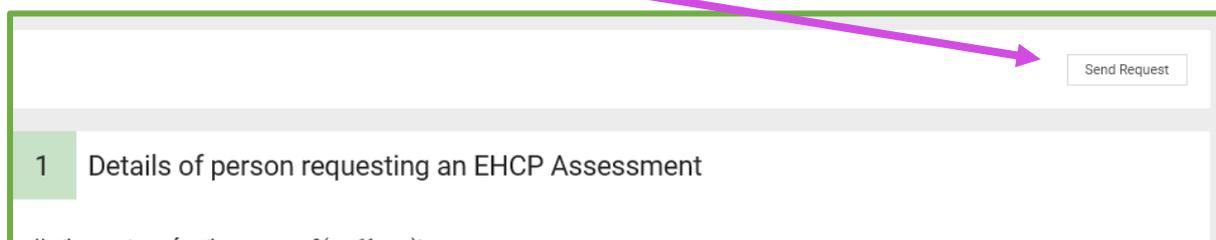
You should put this information in the following box:

Lastly, in this section you will need to disclose whether the child/young person and parent/carer has been involved in the discussion that led to the request. Please select the most appropriate boxes.

Once this has been complete, you will move onto the last step which is submitting your application.

Step 12 – Submitting your request for an EHC Needs Assessment (EHCNA)

For this section you will be required to scroll to the top of your application. You will see above Section 1 (Details of person requesting an EHCP Needs Assessment) a box that is named “Send Request”.



Do you need further support?

If you require any support with accessing or using the EHC Hub, please contact the Assessment & Placement Team on 01708 431885 or email sen@havering.gov.uk

If you require support with your application, you can ask your child's schools Special Educational Needs & Disability Co-ordinator (SENDCo) for some additional support or advice.

Alternatively, you can also contact Havering's Special Educational Needs & Disabilities Information Advice & Support Service (SENDIASS) on 01708 433885 or email sendiass@havering.gov.uk for any impartial Information Advice or Guidance