



Tower Hamlets and City  
**SEND IASS**

Your guide to information and  
services for families in Tower Hamlets



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# Parent Guide to completing the EHCP Application Form

## Section 1: Contact details

Please give as much information as possible:

Child's name, Parent name, School / Nursery contact details etc

\*Please include the name of the lead person who you have contact with at the School / Nursery – this could be the SENCo, Deputy Head Teacher or Nursery Manager\*

## Section 2: Reasons for asking for a statutory EHC Needs Assessment – How do you think an EHC Needs Assessment would help your child?

For this question, it is helpful to think about what extra help you would like your child to receive in school if they have an EHC Plan: for example

- An EHC Plan will allow my child to receive more adult support to help them understand lessons and finish their work.
- An EHC Plan will help my child receive therapy in school and give support to improve their skills and independence
- With an EHC Plan my child will have more adult supervision to help keep them safe.

## Section 3: About the Child

### What needs does your child have in relation to education, health and care?

For this question, it is helpful to discuss any difficulties / needs your child has under the following categories:

#### Communication / Language and Interaction:

- Can your child understand / follow instructions?
- Can your child express what they want / need?
- Can your child speak in sentences?

### **Cognition and Learning:**

- Is your child able to give good attention and join in with lessons / activities?
- Are they easily distracted?
- Is your child achieving the same level as their classmates or are they falling behind?
- Does your child engage with number / writing activities?

### **Social / Emotional / Mental Health:**

- Is your child able to share and take turns?
- Does your child enjoy interacting / playing with others?
- Are there any concerns about your child's behaviour in school?
- How does your child cope with changes in routine?

### **Physical / Sensory / Independence & Self Care:**

- Does your child have any difficulties with mobility, dexterity, vision or hearing?
- Is your child sensitive to noises or touch?
- Does your child have any difficulties with self-care such as dressing, toileting or eating?
- Is your child aware of danger? Do they need constant supervision?

### **Medical:**

- Does your child have any confirmed diagnoses?
- Have they been referred to any medical departments?
- Does your child need any medical care during school hours?

## **Child's history**

For this question, it will be helpful to give a bit of background about your child's needs: e.g.

- When were concerns first raised?
- What support they have been given so far?

## **Child's interests, likes and dislikes**

Consider what activities your child enjoys.

Are there any activities or situations your child dislikes or cause them distress?

## **Child's strengths and weaknesses**

Briefly describe what tasks / activities your child can do well, and what they struggle with.

## **How your child likes to communicate and be involved in making decisions**

Consider what an adult can do to help your child – what strategies are helpful to enable your child to:

- Express what they need or want
- Make choices
- Express when they are unhappy or something is wrong.

## **Child's own hopes for their future**

If your child is able to express their hopes for the future, please include these: e.g

- Does your child know what kind of job / career they would like?
- Are there any particular subjects / courses / schools they would like to enrol in?
- Would they like to be able to live independently?
- What do they want to achieve?

## **Parents / carers hopes for the child's future**

Consider what you hope your child will be able to achieve by the time they are an adult: e.g.

- I hope my child will be able to make good progress in school
- I hope my child will be able to get a job they enjoy
- I hope my child will improve their communication skills and make friends
- I hope my child will be look after themselves and live independently
- I hope my child will be able to manage their emotions when they are upset

## **How your child can be supported to be heard and understood**

Consider what strategies / ideas would you advise other adults to use to help them communicate with your child – what helps your child to express themselves: e.g.

- A familiar adult who can understand what my child is trying to say and understands what they need
- Giving my child simple options to choose from and simple instructions
- Using photos / pictures to help them communicate
- Taking time to explain things clearly and making sure my child understands what is being said.

## **Child / Young Person's Support Network**

Who does your child have in their life who supports them?

- Parents
- Grandparents
- Aunts / Uncles / Cousins
- Family Friends

## **What you feel is currently working well for your child**

Consider what support / services you have already received which have helped your child.

What strategies / school arrangements are in place which are helpful for your child

## **Any other comments**

Feel free to give any other information about your child which you think would be helpful.

## Section 4: Other Family Information?

### What caring responsibilities do you have for anyone else?

Do you have any other children or relatives that you help care for?

### Are there any personal health issues, disabilities in the family that make looking after your child more difficult?

Do you or anyone else in the family have any health issues or disabilities that make it more difficult / stressful to look after your child?

### Does your child have any need for help with personal care for example bathing, dressing, toileting, which you are not able to meet?

For this question, it is helpful to state any personal care needs and if they need personal care help from adults while in school?

### What support is available from family/friends/others?

For this question, consider the following:

Do you have any regular help from family/ friends/ other to support you in looking after your child?

Can they provide support so you can rest and have a break sometimes?

### What leisure time activities have you tried or currently use to enable you as a parent/ carer to get a short break?

For this question, consider the following:

Do you have opportunities to rest and have a break?

Do you access any support from the Tower Hamlets Short Breaks Service?

### Do you have any concerns about your ability to keep the child safe in the home or in the community?

For this question, consider the following:

- Is your child aware of dangers when inside?
- Can they be left alone to play inside for a short while or do they need constant supervision?
- Is your child aware of road safety and other dangers when going outdoors?
- Is your child likely to run off outdoors – do you need to hold their hand or have them in a buggy for their safety?

## Section 5: Information and Advice

Please give the details of any documents you wish to submit to council's Special Education Needs Panel to support your request for an Education Health and Care Needs Assessment for your child.