

Your Address

Date

SEN Monitoring & Assessment Service
Floor 2,
Civic Centre,
Glebe Street,
Stoke,
ST4 1HH

Dear Sir or Madam,

I wish to request an EHC Assessment of my Special Educational Needs.

My name is *[insert name]*, I am *[??]* years old, my date of birth is *[??]* and I attend *[??]* School/college.

I understand my Special Educational Needs are as follows:

Communication and Interaction difficulties

Include any speech, language and communication needs you have. Do you have difficulty understanding what is being said to you/understanding and using social rules of communication. Do you have difficulties with social interaction?

Cognition and Learning difficulties

Do you learn at a slower pace than your classmates, even when the work is differentiated (adapted to fit your level)? Try to give some examples. Do you have specific areas of difficulty e.g. reading, writing, and numeracy? Give examples.

Social, Emotional and Mental Health Difficulties

Are you becoming withdrawn/isolated? Are you displaying challenging/disruptive behaviour? Do you suffer from anxiety or any medically unexplained physical symptoms? Do you have a short attention span/find it difficult to concentrate? Try to give examples of the above.

Sensory and/or physical needs

Do you have a disability which prevents or hinders you from making use of the educational facilities generally provided? Do you have vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) which requires specialist support and/or equipment to access your learning? Do you require additional on-going support and equipment to access all the opportunities available to your peers?

Health Needs

Give examples of health needs which are related to your Special Educational Needs (SEN) i.e. how does the health need impact on your learning?

Social Care Needs

Give examples of social care needs which are related to your SEN i.e. how does the social care need impact on your learning?

The school/college has already tried to address my problems in the following ways:

[insert all of the things that you know school/college have done to help you e.g. targets and strategies/learning programmes/one to one support etc. and also include involvement of any “outside” professionals e.g. SENDS Advisor, Educational Psychologist/CAMHS/Occupational Therapist/Speech and Language Therapist/Physiotherapist/Paediatrician. Also mention if you have an Early Help Review in place or if you are subject of a Child in Need Plan].

I believe that *[insert the level or type of help/support]* is needed to ensure I make expected progress in my education and reach my full potential. Also include what health and/or social care provision you feel is reasonably required by the learning difficulty/disability which results in you having SEN.

I look forward to hearing from you to establish whether an EHC Assessment of my Special Educational Needs will go ahead.

Yours faithfully,

[Your name]