



Parental contribution to the EHC needs assessment request and Section A of the EHCP Factsheet

Providing your views, as a parent or carer, and the views of your child is an essential part of making sure that the right support is put in place to meet your child's special educational needs.

If you (or your child's early years setting/school/college) have decided to make a request for an **Education, Health & Care (EHC) needs assessment** it is important that you provide as much information about your child's strengths and difficulties as you can.

Remember, YOU are the expert on your child! And your child has the right to their voice being heard.

As well as providing your views as supporting evidence to request an EHC needs assessment, they will also be included in **Section A of the EHCP**, becoming the basis on which the contents of the EHCP can be built on, along with the advice from professionals.

If your child is in Year 9 or above, please also use our [Preparing for Adulthood Factsheet](#).

Section 19 of the [Children & Families Act 2014](#) sets out the four underpinning principles which LAs are required to have regard to when preparing an EHCP:

A local authority in England **must** have regard to the following matters in particular—

- (a) the views, wishes and feelings of the child and his or her parent, or the young person;
- (b) the importance of the child and his or her parent, or the young person, participating as fully as possible in decisions relating to the exercise of the function concerned;
- (c) the importance of the child and his or her parent, or the young person, being provided with the information and support necessary to enable participation in those decisions;
- (d) the need to support the child and his or her parent, or the young person, in order to facilitate the development of the child or young person and to help him or her achieve the best possible educational and other outcomes.

An EHC plan does not have a fixed format – each local authority (**LA**) can develop its own 'style' – but legally they must contain a number of separate sections.

Section 9.69 of the [SEND Code of Practice](#) says that **Section A** of the EHCP **must** contain:

(A) The views, interests and aspirations of the child and their parents, or of the young person

- Details about the child or young person's aspirations and goals for the future (but not details of outcomes to be achieved)

When agreeing the aspirations, consideration should be given to the child or young person's aspirations for paid employment, independent living and community participation

- Details about play, health, schooling, independence, friendships, further education and future plans including employment (where practical)

- A summary of how to communicate with the child or young person and engage them in decision-making.

- The child or young person's history

- If written in the first person, the plan should make clear whether the child or young person is being quoted directly, or if the views of parents or professionals are being represented

The Local Authority may provide you with a template (sometimes called an '**All About Me**') or a list of questions BUT you do not have to stick to that. It is perfectly acceptable to use your own format to express your and your child's views.

Suggestions for completing your parental contribution to the EHC needs assessment request and Section A of the EHCP

- It would be helpful if you are able to word process your parental contribution so that the information can be copied and pasted into the EHCP.
- If that's not possible, you should arrange to give your parent views in person by calling the SEN team on 01908 253414
- Try to be as detailed but concise as possible; use bullet points and summarise key points.
- Begin by explaining what you feel are your child's special educational needs and how you feel they should be met.
- For each point, try to explain what support and strategies have worked well and what has not worked.

- Provide a list in date order of any professionals involved, assessments or interventions that have taken place in and out of school. These might include Speech & Language Therapy, Occupational Health, Physiotherapy, Paediatrician, CAMHS, 1:1 support, nurture groups, etc.

- Provide details of what any significant absences from education have been due to, e.g. medical appointments, illness, anxiety, school refusal, exclusions, etc.
- Try to provide a picture of what a 'typical day' looks like in your child's life.
- It will also be useful to explain how things look when a 'typical day' is disrupted, for example when your child is feeling poorly, has to attend appointments or routine is changed, etc.
- Try to summarise how you think an EHCP will help your child.
- Bear in mind the SEN '**broad areas of need**' that are set out in the **SEND Code of Practice**:

- Communication and interaction (6.28)
- Cognition and learning (6.30)
- Social, emotional and mental health difficulties (6.32)
- Sensory and/or physical needs (6.34)

In addition to these points, you may choose to share:

Your child's journey so far

- Any issues during pregnancy and/or at birth
- Your child's developmental milestones
- Any changes which affected your child and/or your family
- Anything else you think is relevant to your child's development

What is your child like now?

- How does your child need to be supported?
- How can they be heard and understood?
- What are your child's strengths and what do they find challenging?
- What does your child like and dislike?
- What is working well and not so well?

Friendships and relationships

- Relationships with you, within your family and other important people in your child's life
- Your child's friendships with other children
- How your child gets on with the adults who support them
- Is your child shy and finds meeting new people difficult, are they not really interested in other people or are they outgoing and enjoy meeting new people?

Health and well-being

- Your child's general health
- Your child's eating habits
- Your child's sleeping pattern
- Any serious illnesses, or periods in hospital, any medical diagnoses
- Your child's physical skills e.g. rolling, balance, running, writing, drawing
- Your child's sensory needs e.g. sensitive to noise, texture, smells, lights
- Self-help skills e.g. toileting, dressing and feeding themselves. Are their skills age appropriate or do they need more adult support for some things?
- How much independence in their day to day activities does your child show?
- Is your child aware of potential dangers for themselves and others e.g. can they cross the road on their own?

Learning, achievement and educational progress

- How well your child is progressing academically?
- Is your child curious about the world, are they interested in finding things out and enjoy learning new things?
- How do they learn best?
- Do they find anything especially challenging or difficult?
- What are their strengths and skills?
- What is their concentration like?
- Are they willing to take part in learning activities?
- What are their interests or activities in and out of school?

What are your aspirations for your child?

- What you want for your child, now and in the longer term
- What do you want them to be able to enjoy or achieve, now and in the longer term. This could include independent living, employment, community and inclusion
- What do you think your child needs to be able to achieve the above

Resources you may find helpful

[A parent's tips for writing an EHCP parental statement](#)

Some tools that you may find helpful

[Communication Passport and One Page Profile templates](#)

To help gather your child's or young person's views you may find it helpful to use the Preparing for Adulthood's toolkit "[What Island Matters](#)"

Videos you may find helpful

[How to submit a parental request for an EHC Needs Assessment](#)

[How to complete parental view for Section A of an EHC Plan](#)

Where can I get more information, advice and support?

Milton Keynes Special Educational Needs & Disability Information, Advice & Support Service (MK SENDIAS) can give you:

- Information about SEND support, including information about SEND funding
- Advice about what to do if you are not happy with the support your school is providing
- Support to prepare for school meetings and Annual Reviews.
- Information and advice about your rights to request an EHC needs assessment and support with the process
- Help to navigate Appeals and Complaints procedures
- Information about other organisations, support groups and information services that could help

You can contact us:

- By completing a [referral form](#)
- Via our [website](#) for lots of useful information and factsheets
- To discuss your concerns by phone on 01908 254518
- By [email](#), briefly outlining your concerns
- On [Facebook](#)