PRIVATE AND CONFIDENTIAL

**Insert your address.**

**Telephone number**

**[Insert date]**

**- REQUEST FOR EHC NEEDS ASSESSMENT –**

**To:** [Name and address of the relevant department in your local authority]

**Subject:** Request for Needs Assessment for [Child's Name]

Dear [Recipient Name],

I am writing to formally request a needs assessment for my child, [Child's Name], who is currently [age] years old.

**Background:**

[Child's Name] has been experiencing [briefly describe their difficulties, e.g., struggles with learning, emotional regulation, social interaction]. We have observed these difficulties at home, and they have been reported by [e.g., teacher, doctor, therapist].

[Optionally, if diagnosed:] [He/She] has been diagnosed with [diagnosis], which [briefly explain how it affects them].

We are concerned about the negative impact these difficulties are having on [Child's Name]'s learning, development, and well-being. We believe that a needs assessment would help to determine the nature and extent of [Child's Name]'s needs and identify appropriate support and services.

**Current Support:**

[Child's Name] is currently receiving [describe any support they are currently receiving, e.g., individualised education plan (IEP) at school, therapy appointments]. However, [explain why you believe this support is insufficient, e.g., IEP not addressing all difficulties, therapy waitlist too long].

**Request:**

I formally request that you carry out a needs assessment for [Child's Name] under Section 36 of the Children and Families Act 2014. I believe this assessment is necessary to:

* Identify the full range of [Child's Name]'s needs.
* Determine the most appropriate support and services to meet those needs.
* Develop a plan to ensure that [Child's Name] receives the support they need to thrive.

I am available to meet with you at your earliest convenience to discuss this request further and provide any additional information you may require. Please find attached [list any relevant documents, e.g., reports, diagnoses].

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Your signature]

[Your printed name]

**Please note:** This is a template, and you may need to adapt it to your specific circumstances. It is important to be aware of your legal rights and the support your child is entitled to in your area. You may want to seek advice from a specialist or advocate before sending this letter.