

Education, Health and Care (EHC) Needs Assessment request forms.

Bexley Local Authority are pleased to announce the re-launch of 2 revised and accessible Education, Health and Care (EHC) Needs Assessment request forms.

We have listened to feedback provided by parent/carers, young people and professionals who had previously used the request form and have worked on making the request form more user friendly and simpler. The feedback provided by all partners and service users, has led to a robust review and revision of the form and it now includes:

- information on how to complete and submit the form
- a more person-centred approach including an 'All About Me' section to ensure the views of the child/young person are captured
- a clear layout detailing who is responsible for completing which section
- a simplified consent page

Overwhelming feedback from our young person's participation group, led to the creation of a new separate form for young people aged 16-25 who have the capacity and who wish to request an EHC Needs Assessment for themselves. This new form has been co-produced with young people in Bexley who have special educational needs and/or disabilities (SEND) and is designed to capture the voice of the young person.

Our thanks goes to the parent/carers, young people and professionals for providing their valuable feedback and assisting in the co-production of the new revised forms.

Both request forms are provided in an accessible format and can be completed by those using assistive technology such as a screen reader.

EHC Needs Assessment requests received using the old-style form will **only be accepted until Friday 28th of October 2022**. Old-style forms received after this date may be returned. Please ensure that you delete/destroy any previous versions of the old-style EHC Needs Assessment form. The new revised forms can be used with immediate effect.

As there are now 2 separate forms, please ensure that you are completing the appropriate version:

- 1) **Parent/Carer and Professionals Request Form** – only to be completed by a parent, carer or professional requesting an EHC Needs Assessment on behalf of a child or young person aged 0-25.
- 2) **Young Person Request Form** – only to be completed by a young person aged 16-25 who has capacity and who wishes to complete their own request form.

Download copies of the forms and find out more about requesting an EHC Needs Assessment in Bexley on the Bexley Local Offer website: <https://www.bexleylocaloffer.uk/Services/2317>