

Checklist on what to include in your request for assessment to the Local Authority

This checklist contains suggestions on what information you may to provide about your child to help the local authority decide if they will carry out an EHC Assessment

Your child's early years

- Say when you first noticed any problems – big or small. Did you tell anyone? What help or advice did you get?

Your child now

You could describe your child's current needs including:

- Health– do they have any issues with eating or sleeping. Do they have any medical conditions or an illness? Do they suffer with depression, anxiety or a mental health difficulty?
- Physical – Do they have any physical difficulties which can affect how they get around or do they struggle with their balance or co-ordination? Do they find writing and drawing difficult?
- Communication and Interaction – do they have any difficulties with hearing, understanding gestures or maintaining eye contact? Do they struggle with their speech, describing things, talking to people, understanding instructions or relaying messages.
- Personal skills – do they have any difficulties with dressing, washing, dealing with money, time-keeping, organising books and equipment for school or their level of independence.
- Behaviour – how do they show their feelings and manage their emotions? Are there situations that they struggle with in school, for instance, do they find it hard to concentrate or follow instructions?

Your child at home

You could provide details of your child at home including:

- Interests and hobbies – how are they at home? What do they enjoy doing at home. Do they attend any clubs or teams and how do they get on there?
- Relationships with others – How do they get on with their family, other adults and other children

- Behaviour at home – Are they able to share? Do they share or take turns when playing with other children. Do they follow rules or expect others to follow rules? Do they find it difficult to do homework or when things change suddenly?

Your child at school

You can give details of how your child is doing in school including:

- Any positives – anything your child is good at? Anything they enjoy about school?
- Any difficulties – Does they struggle in certain lessons, or find lunch and breaktimes difficult? Do they find it hard when changing classes or moving to a new activity or find getting to and to and from school difficult.
- Relationships with staff and other children - How do they get on with the school staff? Do they find it hard to play with other children or to make friends?
- Support which has worked well or not worked well for your child – is there anything that school have done that has worked well for them? Is there anything that is not working for them and may need to change?
- Are their difficulties in school getting worse or more noticeable? Are they starting to fall behind the other children in their class? What support do you think they may need? What could school do differently?

Your child's view

Your child's views are important as they give first-hand reports of the difficulties they have and how the help they get at school works (or not) for them. Their behaviour usually shows how they feel about something.

If your child has been able to give you their views on what is happening in school you could include them in the assessment request.

This could include:

- What do they say about their difficulties in school? What do they find hard in school?
- How do they feel when they are in school?
- Is there anything they enjoy about school?

- How do they feel about the staff and teachers in school? How do they feel about the other children?
- Is there a particular incident or piece of work which shows your child's difficulties or lack of progress?