

# Making a request for an Education, Health and Care Needs Assessment Guidance for parent carers



## Introduction

This short guide will help you to complete the request form for an Education, Health and Care Needs Assessment (EHCNA) for your child or young person. It covers what information is needed, how to fill in the required sections, and how to save and submit your application.

Before making an application, parent carers are advised to speak to their child or young person's educational setting, as they may already be in the process of gathering evidence to make an application.

Find more information about requesting an EHCNA [here](#)

### **Benefits of using the EHCNA request form**

If you choose to make a request for an Education, Health and Care Needs Assessment yourself, this must be submitted to your local authority. Completing our request form is optional, but it can be very helpful. By providing as much information as you can, you will support the local authority to:

- Build a fuller picture of your child or young person to support decision-making
- Share the right details with professionals (if a needs assessment is agreed) so they can understand your child's needs
- Contribute to future planning, including support plans where appropriate, developed in consultation with you as parent carers.



# Before you begin

You will need to complete the request form in **one session**, as it can't be saved part-way through.

To help you complete the form and to avoid any unnecessary delays with your application, we recommend gathering any relevant documents and details before you start.

You can find a full list of all the questions included in the form below. You might find it helpful to look through these or make a few notes before you start:

Download a full list of questions [here](#) (opens Word document).

## Completing the form

When completing the form, some questions will be marked with an asterisk \*. These are mandatory and you will only be able to submit your request if these are completed.

Please include as much information as you feel comfortable sharing. The more detail you provide, the better we can understand and support your child.

### Section 4 - Personal information\*

- e.g. Name, DOB, address etc.

### Section 5 - About the child/young person

- e.g. This includes reasons for the request, how your child is now, any past experiences/challenges that have affected them.

### Section 6 - The child/young person and education

- e.g. This section includes questions about their education journey so far.

### Section 7 - Any further information

- This is your opportunity to share any further information you think is relevant to support the request and tells you where to send any evidence.

### Section 8 - Submitting the form

If you would prefer to contact us by email or speak to someone over the phone, or if you have any questions about this form, please email [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk).

Please include your name and contact details in the email and use the subject line '**Parental contribution to an EHCNA request**'. A member of the team will get back to you as soon as possible.



Section 2

**What will you need to complete the form**

Questions:- All questions marked with a star \* are mandatory and will need completing. All other questions are optional. Please include as much information as you feel comfortable sharing.

**Section 4 - Personal information \***

- e.g. Name, DOB, Address etc.

**Section 5 - About the child/young person**

- e.g. This includes reasons for request, how your child is now and any past experiences/challenges that have affected them.

**Section 6- The child/young person and education**

- e.g. This section includes questions about their education journey so far.

**Section 7 - Any further information.**

- This is your opportunity to share any further information you think is relevant to support the request and know where to send any evidence
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**Section 8 - Submitting the form**

If you would prefer to talk to somebody over the phone or email or have any questions regarding any element of this form, please email [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk), providing your name and contact information and indicate in the subject heading that it is regarding a parental contribution and someone will call get back to you as soon as possible.

## Declaration and submission

Once you have completed the form and are ready to submit your request you will be asked to provide some final details and to confirm your submission. This section is important because it:

- Acts as a declaration confirming the accuracy of the information you have provided.
- Asks you to agree for the information to be shared with relevant agencies involved in the EHCNA process.

**Please ensure these are ticked before you press submit.**

After submitting this form, you will receive an automated email with a reference number. If you plan to send any additional documents to support your request - such as diagnoses letters or professional reports - please email them to [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk) and include your reference number in the message. This helps us link your documents to your request and process everything efficiently.

If for any reason the online form isn't suitable for you - such as accessibility needs, technical problems or needing more flexibility - please contact us at [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk)

A screenshot of a Microsoft Form titled 'Parent Carer request for an Education Health and Care Needs Assessment (EHCNA)'. The form is displayed on a tablet. The section is titled 'Declaration and Submission' and contains several paragraphs of text and form fields. A yellow callout box points to a radio button option.

Parent Carer request for an Education Health and Care Needs Assessment (EHCNA)

\* Required

### Declaration and Submission

By pressing submit on this Microsoft Form, you will be submitting this referral for an EHC Needs Assessment. You will be unable to edit this form once you have pressed submit, if you would like to send any additional documents or evidence to support your contributions please email it to [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk) including the child/young persons full name and date of birth.

After pressing submit you will receive a confirmation email with a reference number, please use this reference when emailing SENDAR so that we are able to locate your submission easily.

You will receive formal correspondence when this has been processed (please note that this can take around 10 working days and this time will not impact on the statutory 6-week response time).

**Please confirm whether you will be sending any additional information/evidence as part of your submission. If, so, please send this to the following email address [sen@warwickshire.gov.uk](mailto:sen@warwickshire.gov.uk)**

Yes

No

**I confirm that I have read and I am aware of the information included in this request\***

I confirm

**If this proceeds to an EHC Needs Assessment, I consent to the involvement of external agencies (such as the Educational Psychology Service, Social Care, Therapy Services, Specialist Teachers and other relevant professionals) when gathering further information as part of this process.\***

I confirm and agree to the information being shared

You can print a copy of your answer after you submit

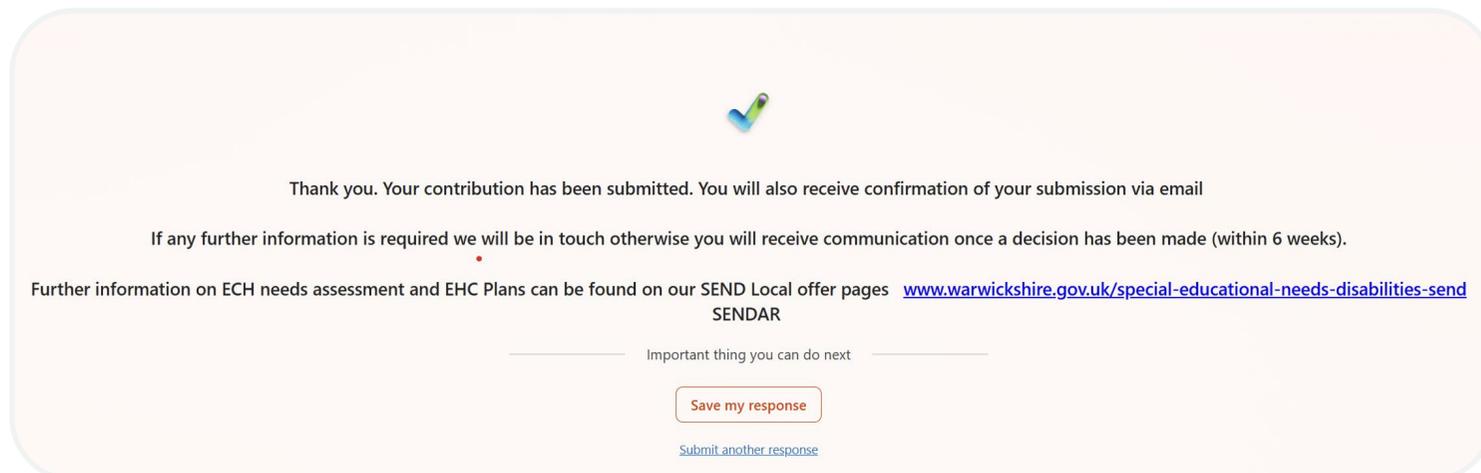
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Please ensure you tick the boxes in the declaration and submission section to confirm your request and approval for this to be processed.

# Saving and viewing your request

**Step 1.** Once you have completed and submitted your request you will see the following image on your screen. To save a copy of your request, press **Save my response**. You will need to create a Microsoft Form account if you haven't already done so.



**Step 2.** To view your request, go to your Microsoft Forms Application. You can do this by typing **www.forms.office.com** in your internet browser or by opening the **Forms desktop app**. Click on **Filled forms** and select the form you want to view - in the bottom right-hand corner, you will have an option to view your response.

