

The Learners' SPA Guide to using the new Request for Education, Health and Care needs Assessment Form (v4)

The following guidance is intended to support you in navigating the new online system for making a request for EHC assessment.

If you have any feedback on how this guidance can be improved, your points would be welcome and gratefully received at learnerssupport.triage@surreycc.gov.uk

1. Go to the [SEND Local Offer Learners' Request for statutory EHC Needs Assessment page](#)
2. Download and complete the **Learners' Request for Assessment document**
3. Download and complete the **Consent to Share form** which must be signed by someone with parental responsibility
4. Complete the **Online Learners' Request for Assessment** form and attach the Learners' Request for Assessment document, the Consent to share and any supporting evidence.
5. Submit the Online Learners request for assessment form. The online form will be automatically sent to the L-SPA, you **do not** need to send the form to your Area SEND Team.

The Online Learners' Request for Assessment Form

Before starting the online form, we advise having all of the information to hand, including any documents that you want to upload as supporting information as the form will time out after 25 minutes.

The form typically takes approximately 15-20 mins to complete from start to finish.

The online form comprises six pages:

Page 1: key demographic information including name, age, address of child/YP

Page 2: details of school and any previous education provider

It is helpful if referrers can provide information (such as start and finish dates) regarding previous education settings in their application.

Details of Early Years settings cannot be selected from the drop-down menu and must be entered manually.

Page 3: parent/carer details (email address, contact number, parental responsibility, need for interpreter)

Page 4: upload of documents (see below for further detail)

Page 5: referrer's email address – this will be used for the acknowledgement email

Page 6: review page where you can see all of your responses, ensure the information is correct and edit before submitting.

Once you have clicked on the submit button, you will receive a confirmation email acknowledging that your request has been sent to the LSPA. **If you do not receive an acknowledgement email, then the form has not been received. Please contact L-SPA if you need any further guidance or if you do not receive an email.**

Which supporting documents do I need to include?

We encourage people to submit information that they think will help us to make a good decision in relation to the child or young person's needs. The number of documents and nature of evidence will vary between different children and young people. We are currently in the process of expanding the number of documents that can be uploaded, using the online form.

On the online form, you are required to upload supporting documents on page 4. The following are mandatory and must be uploaded in order to be able to progress with the online application.

- Completed request for assessment document
- Consent to share information form
- SEND support arrangements/EY SEND support plan

The following information and/or evidence is usually very helpful in informing our decision-making regarding whether to proceed with an Education, Health and Care needs assessment:

- Recent reports/views from professionals*, including, but not limited to: Educational Psychologist, Occupational Therapist, STIPS, CAMHS, Speech and Language Therapist, Children's Social Services, paediatrician
- Provision map
- Details of academic progress over the last three years
- If the child or young person has a disability, you have outlined that all reasonable steps have been taken to avoid the child or young person being placed at substantial (more than trivial) disadvantage
- Evidence that strategies and advice provided by professionals have been implemented, sufficient time has been given for advice and intervention to be monitored, reviewed and any adjustments made, prior to the request for assessment being submitted
- Referral to the CSPA has been made if there are safeguarding concerns
- Any other documents (e.g. behaviour log)

***It helps the quality of our decisions if the supporting information that you include is dated and covers the last 12 months, at minimum.**

The portal will not accept ZIP files. If you have additional documents that you are not able to upload, then please email them to learnerssupport.triage@surreycc.gov.uk