

Requesting an Education, Health & Care Assessment



1 minute guide

Where, despite the best efforts of IGS and family working together to meet the SEN of the child and expected progress has not been made, there may be consideration given by the school or the family to make an application for an EHCA.

A request for an EHCA can be made via the Citizen Portal found on the Citizens Portal (Scan below). A response must be received within **6 weeks** of your request. Keep a note of your date for reference

Inform IGS of your intention to submit an EHCA request

Once you have received your initial response, there will be a period of 6 week where the LA will gather evidence which will include information from IGS, and any supporting services with your child such as Speech & Language, CAMHS etc. If you have any reports or information you would like to be considered, ensure that this is submitted as it helps to tell the story of your child.

IGS will receive an *Initial School Advice* request from the LA via the BMDC Portal. We are asked to provide information such as attendance, attainment, intervention, hours of support and suggested outcomes. We will notify you when we receive this and provide you with our requested submission date.

When you're contributing your views and those of your child, tell their story. What were their developmental milestones. Has there been an assessment of need? Have any professionals such as CAMHS been involved? What are your child's difficulties but also outline what their strengths are.

Although EHCA requests will now typically go via the portal, if you intend to send any paper reports, ensure that you only send copies

If you require any support to complete any of the application, we will be happy to help. Email inclusivelearning@igs.mlt.co.uk and we will schedule a time to meet and go through the application with you.

At the end of this statutory timescale, the request for an EHCA will be taken to a panel meeting with BMDC. Panel is held on a **Thursday**.

If there is an agreement to assess. You will be notified of this by the LA and an Educational Psychologist will be assigned and will make contact with you and school.

If the decision is to decline an assessment, you will be given information regarding an appeal. This would be via mediation or via a First Tier Tribunal. Speak to Mr Keane if this is the outcome



Bradford Citizen Portal