

REQUESTING FOR A CHILD TO BE ASSESSED FOR AN EHCP

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Start EHCP Form (FORM K)

Important: You must check key information on the child/young person's demographic record, as this pulls into your EHCP Request form.

If their basic demographic details are incorrect then you must amend this. Except, if any of the following symbols are open (i.e. not crossed out). If so, inform their Social Worker, Early Help Co-ordinator or Family First Officer, as they are responsible for keeping the record up to date.

Level 2 Early Help	Level 3 Family First	Child in Need	Child Protection	Child Looked After	Child in Need – short breaks
L2EH	L3FF	CIN	CP	CLA	CIN SB

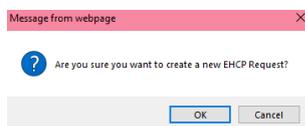
Only once you're happy that you have **updated all the required information in the demographic record**, should you **start the EHCP Request Form (Form K)**.

To do this:

Click on the Personal section of the demographic record (Personal tab)

Under **Actions** (right hand side), click on the link to **'Create a new EHCP Request'**.

Click **ok** to the following message.



IMPORTANT: click the green **'Pickup'** button

If you do not do this, you will not be able to edit the EHCP Request form.

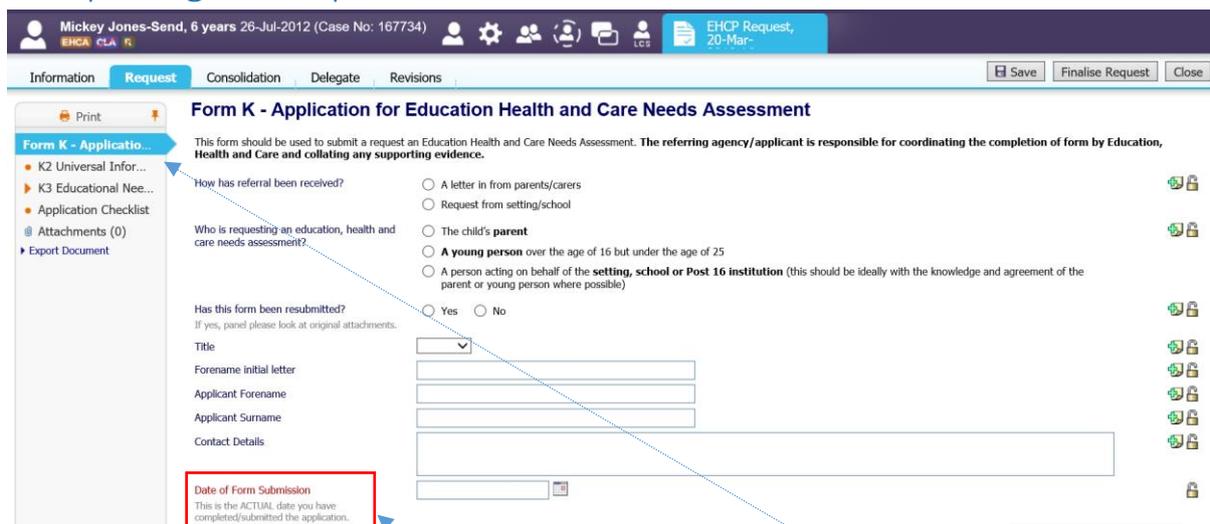
To open the form, click on the **EHCP Request** link (which will have now turned bold)

Click on the 'start blank' button.

Note: if **re-submitting a request**, you'll be able to tick the previous answers from the EHCP Request, however instead of 'Start Blank', you'll select the 'Copy Forward Selected' button instead (not shown on this diagram).



Completing the request form



You navigate through the different pages by clicking on the left hand side

Part of page one is displayed in the above diagram.

Important: answer each question and save your form regularly.

The save button is located at the top right of the page

VERY IMPORTANT: The **Date of Submission field is a mandatory field. You should leave this **BLANK** until the day you are ready to submit your Request form.**

If you forget to complete this, the system will prompt you to enter the date submitted before it allows you to 'finalise' your form.

The 'Form Completed' date should be the same as the 'Date of Submission'.

Ensure you select 'EHCP' as the selected outcome

You must complete the 'Reasons for...' field

Form Completed
The date will be the same as the above question.
The system requires you currently to input both dates.

Click on the link to view guidance on 'Completing this Request Form'

Suggested Outcomes EHCP

Reasons for these Suggested Outcomes

K1 Information Sharing Agreement

I have discussed this application with the referrer and give my consent for consideration of an Education Health Care Plan (EHCP) for me/my child/young person. I understand that the information provided will be shared with other agencies during the assessment of me/my child/young person. I give my consent to the sharing of such information. All information provided is, and will remain, confidential, and is held in accordance with the Data Protection Act 1998

SIGNATURE OF PARENTS/CARERS TO BE ATTACHED TO THIS REFERRAL FORM

Name of Parent/Carer	Date of Consent

Remember, you MUST attach parental consent to the Attachments area (see the section on 'attachments' for how to do this)

K2 – Universal Information

You will find all the information you have populated from the child's demographic record under **K2 – Universal Information**.

It is important you check this information is correct.

If it isn't, ensure you save your form first before navigating back to the record, which you can do by clicking on the child's name at the top and update the necessary information in the record and this will update your form.

Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734)

Information **Request** Consolidation Delegate Revisions

Print

Form K - Applicatio...

- K2 Universal Infor...**
- K3 Educational Nee...
- Application Checklist
- Attachments (0)
- Export Document

K2 Universal Information

- Details of child/young person**

Child/Young Person Surname: Jones-Send

Child/Young Person Other Names: Mickey

Date of Birth: 26-Jul-2012

Gender: Male

Languages

Language	Fluency	Understanding	Primary?	Interpreter?	Notes
English	Unknown		<input type="checkbox"/> No	<input type="checkbox"/> No	

► Add Language

Ethnicity: A1 White - British

Religion: Church of England

Address: The Bluebell Centre
Blue Bell Lane
Huyton

Postcode: L36 7XY

Telephone Number: 07905

E-Mail:

Legal Status:

Main Communication Method:

You will see the Education Placement information pull in from your Key Agencies/Education tab. If this is blank, please ensure you follow the steps for ‘adding your school as a Key Agency/adding a new school record’ (referenced in the SEND – Generic Information guide).

The screenshot shows the 'Parent/Carer Details' section of the SEND system. A red box highlights the table below:

Name	Address	Relationship	Parental Responsibility	
Ms DEBBIE JONES	Davies Ltd The Bluebell Centre Blue Bell Lane Hayton LS36 7XY	PAR	Y	X +

Under **parent/carers details** (highlighted), you should see the person with ‘parental responsibility’ here. Please check their details are correct, if not, please update the parental record and ensure the ‘PR’ box is ticked, via the relationships tab from the child’s demographic record.

You may need to click the refresh button  for any changes to pull through.

If there is more than one person who has parental responsibility and their details are not showing, you should ideally update the child’s demographic record under the ‘relationships’ tab to pull their details through.

Alternatively you can add another row by clicking on the green ‘plus’ symbol to add an additional person with parental responsibility. If you need to remove the row you’ve added, please click the red ‘x’ symbol.  

Professional Involvement – this pulls in the key agencies you have recorded within the child’s demographic record.

There is a link to add more key agencies should you need to (highlighted below).

Note: if you cannot find the organisation or person you’re searching for, you need to log a helpdesk call with Knowsley’s Information Technology Service as indicated in your email from Debbie Jones when you were issued your log on instructions. A reminder of this is contained within the ‘SEND – Generic Information guide’.

● **Professional Involvement**

Who else is working with the family

Please include Health, Education and any other agencies currently involved with the family

Type	Person / Department / Organisation	Start Date	End Date	Contact No	Social Care	Presence in Assessment
School	HOPE PRIMARY SCHOOL	03-Sep-2018		0151	<input type="checkbox"/> No	▶ Click to Set Participation
SENCO	Miss Debbie Jones EHM Admin - EHM	03-Sep-2018		01514	<input type="checkbox"/> No	▶ Click to Set Participation
Health Visitor	Ms Da [REDACTED]	25-Mar-2013			<input type="checkbox"/> No	▶ Click to Set Participation
General Practitioner	Dr R V [REDACTED]	25-Mar-2013		(0151	<input type="checkbox"/> No	▶ Click to Set Participation

[Add New Agency](#)

TO CONTINUE WORKING ON YOUR REQUEST FORM...

When you log out and back in to continue your form. Click the **Home** menu and your **Task Tray** to see the name of the child and the link to the EHCP Request form. **Clicking on the child's name takes you to the demographics, clicking on the task 'Progress to EHCP Request' will take you back into your form.**

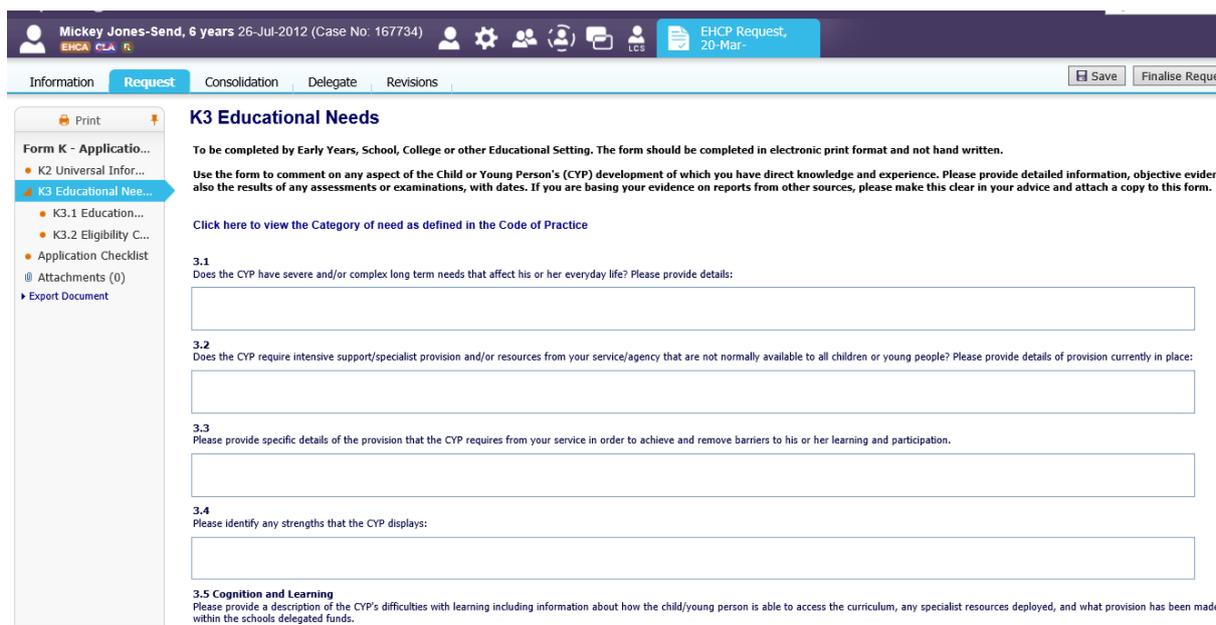
17-Apr-2019   Jones-Send, Mickey (6 years) [Case No: 167734] [Progress to EHCP Request](#)

K3 Educational Needs

This section contains the key Educational Needs questions you must answer which will form the basis of your EHCP Request. This, along with your evidence is looked at by the 'Decision to Assess' panel, who will inform you of whether your request has been successful or not.

Note: the fields for each question expand out and you can put as much information in as necessary. You can also copy and paste text into these field from other electronic documents.

Reminder: do not forget to save your form regularly, especially when entering large amounts of information.



The screenshot shows the 'K3 Educational Needs' section of the EHCP Request form. The header includes the user's name 'Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734)' and the 'EHCP Request, 20-Mar-' status. The navigation bar shows 'Information', 'Request', 'Consolidation', 'Delegate', and 'Revisions'. The left sidebar contains a menu with 'Form K - Applicatio...', 'K2 Universal Infor...', 'K3 Educational Nee...', 'K3.1 Education...', 'K3.2 Eligibility C...', 'Application Checklist', 'Attachments (0)', and 'Export Document'. The main content area is titled 'K3 Educational Needs' and contains the following text: 'To be completed by Early Years, School, College or other Educational Setting. The form should be completed in electronic print format and not hand written. Use the form to comment on any aspect of the Child or Young Person's (CYP) development of which you have direct knowledge and experience. Please provide detailed information, objective evidence also the results of any assessments or examinations, with dates. If you are basing your evidence on reports from other sources, please make this clear in your advice and attach a copy to this form. Click here to view the Category of need as defined in the Code of Practice'. Below this are five numbered questions with text input fields: 3.1 'Does the CYP have severe and/or complex long term needs that affect his or her everyday life? Please provide details:', 3.2 'Does the CYP require intensive support/specialist provision and/or resources from your service/agency that are not normally available to all children or young people? Please provide details of provision currently in place:', 3.3 'Please provide specific details of the provision that the CYP requires from your service in order to achieve and remove barriers to his or her learning and participation.', 3.4 'Please identify any strengths that the CYP displays:', and 3.5 'Cognition and Learning Please provide a description of the CYP's difficulties with learning including information about how the child/young person is able to access the curriculum, any specialist resources deployed, and what provision has been made within the schools delegated funds.'

Reminder: the Headteacher/Principal's and SENCO's signature needs to be included in the 'Attachments' area as part of your evidence.

K3.1 Education Provision Grid

There is an Education Provision Grid for you to record into under section K3.1.

Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734) EHCP Request, 20-Mar-

Information Request Consolidation Delegate Revisions Save Finalise Request

Print

K3.1 Education Provision Grid

Provide a description of current (Universal and Targeted) services and activities in place to support the child or young adult and also any additional (Top Up) services required. Please supply costs if

Please enter name below		Date
Name of Person Completing Provision Grid		
Name of Person Authorising Provision and Indicative Costs		

Provision/Resource - What, How, How Often and Where

Area of Need	Universal	Targeted	Top Up (Provision additional to Universal & Targeted)	Cost	
					X
					X
					X

K3.2 Eligibility Criteria

You must use the 'Eligibility Criteria checklist/evidence required' to ensure that the 'Decision to Assess' panel is provided with all the information they require to make a decision on whether your application meets the Government's legislation. This will determine whether your request can be considered for a child to be assessed for an Education Health and Care Plan or not.

Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734) EHCP Request, 20-Mar-

Information Request Consolidation Delegate Revisions Save Finalise Request Close

Print

K3.2 Eligibility Criteria

To be completed by Early Years, School, College or other Educational Setting. The form should be completed in electronic print format and not hand written.

Eligibility Checklist/Evidence Required	Reference relevant evidence (e.g. reports, assessments, plans and reviews)
Information regarding the nature, extent and context of the child's SEND	
The child or young person has not made progress in their learning/rate of progress is significantly delayed despite evidence based interventions over time, usually one academic year.	
Outside agencies have provided oversight and advice; interventions have implemented, maintained and reviewed over time, usually a minimum of 12 months.	
Evidence of the action taken by the setting (Plan, Review, Do) to meet the child or young person's special educational needs?	
Up to date (within last 12 month) Educational Psychology Report	
Provision Grid	

Please list all reports that are attached to this application.

Application Checklist

This section gives a wider guide as to the other areas that need to be completed when submitting your 'EHCP Request form' (Form K). This includes K4 Health Needs and K5 Care Needs, which you were provided to you via email by Debbie Jones.

Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734)

EHCP Request, 20-Mar-

Information Request Consolidation Delegate Revisions

Print

Form K - Applicatio...

- K2 Universal Infor...
- K3 Educational Nee...
- Application Checklist**
- Attachments (0)
- Export Document

	Completed
K1 Information Sharing Agreement	
K2 Universal Information	
K3 Educational Needs	
K3.1 Education Provision Grid	
K3.2 Education Eligibility Checklist	
K4 Health Needs	
K4.1 Health Provision Grid	
K5 Care Needs	
K5.1 Care Provision Grid	
Appendix 1 Parent/Carer Views	
Appendix 2	
Supporting Evidence and Reports	

Privacy Notice

[Click here to read the Privacy Notice regarding the Application for Education Health and Care Needs Assessment](#)

Attachments

The 'Attachments' section is where you electronically attach all the required **evidence**, as discussed in your training.

To do this:

Click on the Attachments section

Click on 'Add Attachment' (highlighted)

Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734)

Information Request Consolidation Delegate Revisions

Print

Form K - Applicatio...

- K2 Universal Infor...
- K3 Educational Nee...
- Application Checklist
- Attachments (0)**
- Export Document

Attachments (0)

There are no attached documents

Add Attachment

Select 'Upload' as the 'Category'

Select 'Upload' as the 'Type'

Select the 'Date' to reflect the date of the document - *If unsure, just select today's date*

In the notes field, clearly state what it is you are attaching as this helps to advise the 'Decision to Assess' panel (see example)

Click the 'Next' button as highlighted

New Attachment

Previous **Next** Finish

Document Type

Category: Upload

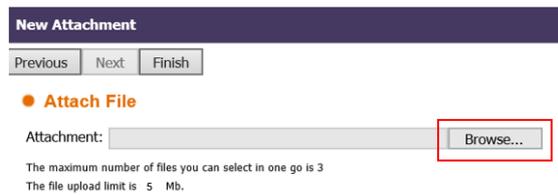
Type: Upload

Date: 18-Mar-2019

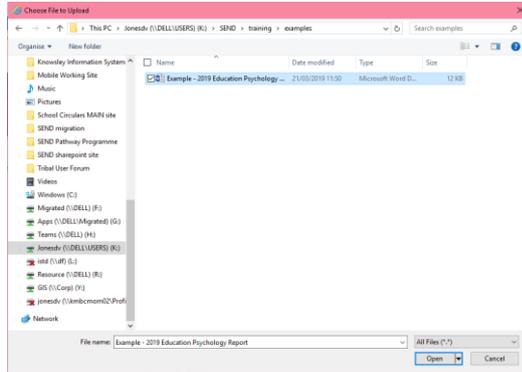
Notes: 2019 Education Psychology Report

Click the 'Browse' button to search for the file(s) on your computer.

Note: the current maximum file upload limit is currently set to 5Mb. In the next EHM upgrade, this limit will increase to 97Mb!



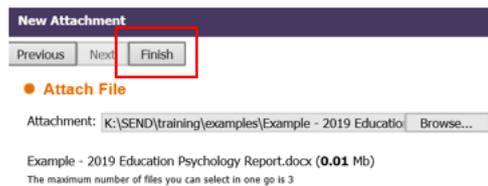
Select the file(s) from your computer and click the 'open' button



The file name is displayed

Check you've selected the correct one!

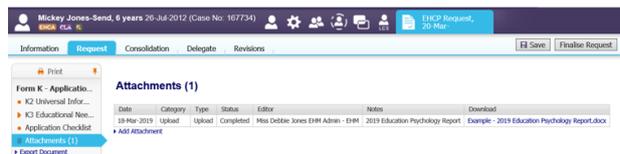
Click the 'Finish' button



Your files will be displayed on the attachments page

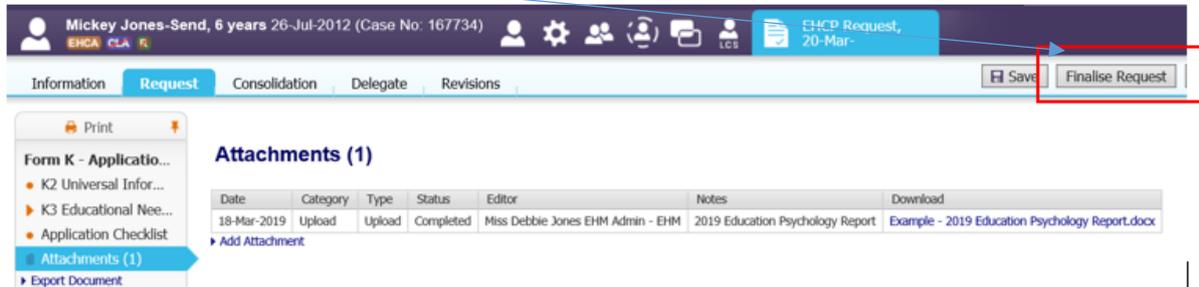
Repeat the above steps to attach all your evidence

You can attach up to 3 files in one go



Submitting your EHCP request form

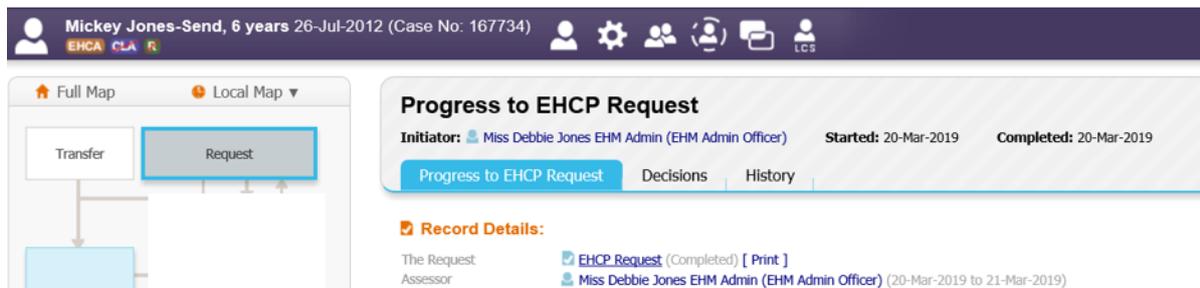
Once you are happy that your form is complete with all attached evidence, click the **'Finalise Request'** button.



The screenshot shows the top navigation bar with the user profile 'Mickey Jones-Send, 6 years 26-Jul-2012 (Case No: 167734)'. Below the navigation bar, the 'Request' tab is selected. In the top right corner, there are two buttons: 'Save' and 'Finalise Request'. The 'Finalise Request' button is highlighted with a red rectangular box. On the left side, there is a sidebar menu with options like 'Print', 'Form K - Applicatio...', 'K2 Universal Infor...', 'K3 Educational Nee...', 'Application Checklist', 'Attachments (1)', and 'Export Document'. The main content area shows 'Attachments (1)' with a table listing an attachment: '2019 Education Psychology Report' (Example - 2019 Education Psychology Report.docx) uploaded on 18-Mar-2019 by Miss Debbie Jones EHM Admin - EHM.

You will see that the 'Request' stage is greyed out and the form will show as 'complete' and will no longer be a task in your Home menu / Task Tray.

The SEND Team will automatically receive a notification to say the request has been submitted.



The screenshot shows the 'Progress to EHCP Request' page. On the left, there is a flowchart with 'Transfer' and 'Request' stages. The 'Request' stage is highlighted. The main content area shows the request details: 'Initiator: Miss Debbie Jones EHM Admin (EHM Admin Officer)', 'Started: 20-Mar-2019', and 'Completed: 20-Mar-2019'. Below this, there are tabs for 'Progress to EHCP Request', 'Decisions', and 'History'. Under 'Record Details', it shows 'The Request Assessor' and 'EHCP Request (Completed) [Print]' by Miss Debbie Jones EHM Admin (EHM Admin Officer) from 20-Mar-2019 to 21-Mar-2019.

You will be contacted when a decision has been made whether the child will be assessed for an Education Health and Care Plan at the next available 'Decision to Assess' panel.