

Waltham Forest Early Years Guidance

Applying for an Education Health Care Assessment

The purpose of this guidance is to support schools and early years settings, including childminders, in applying for an EHC assessment for children in their setting.

What is the EHC Assessment Triage Panel?

The EHC Assessment triage panel advises the local authority to make a judgement on whether to undertake an EHC assessment and following that assessment to proceed to issue an EHCP (Educational Health Care Plan). This judgement is based on the advice received from educational settings, professionals and parents and the views of children and young people.



- Reviewed SEN Support Plans (1 term for Early Years)
- Fully costed Provision Map
- Copy of an agreed SENIF Form (if applicable)
- Evidence / details of any services the child has been referred to. Including copies of the referral paperwork will be helpful for the panel.
- Details of any service waiting lists the child may be on.
- Local Offer – information regarding the support available in the community which the child has been accessing. This is support given by other statutory services, including health provision and for example; support groups, after school clubs, extra-curricular activities, counselling groups, playgroups or extra teaching sessions outside of the normal school curriculum

Requesting an EHC needs assessment

The panel need to be presented with detailed information about the child or young person, as well as supporting documents that are current and reflective of their current learning status. All forms should be fully and accurately completed.

Documents to include (if available):

- Educational Psychology Report – not more than 6- 12 months old
- Speech and Language Therapy Report
- Child/Adolescent Mental Health Services (CAMHS) /Community Pediatrician Report
- Medical reports
- Fully completed EHC needs assessment application form
- Signed consent form

What Next?

- The EHC Assessment triage panel meets weekly
- All paperwork should be sent to senteam@walthamforest.gov.uk.
- [Visit here](#) for further information or email senteam@walthamforest.gov.uk