

**Ref: EHC2 Form**

When completed, please email to [**sensap@leeds.gov.uk**](mailto:%20sensap@leeds.gov.uk?subject=Submission%20of%20EHC1%20Proforma) or print and send to:

**SENSAP, Adams Court, Kildare Terrace, LS12 1DB**

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**EHC2 Form**(in relation to an Education, Health and Care needs assessment or plan)

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| I am a parent/carer of a child with special educational needs and/or disability (or their advocate) and I am using this form to: | | | | | | | | | |
|  | Request a new Education, Health and Care (EHC) needs assessment for my child  Provide information for an EHC needs assessment that has already started  Provide information for an annual review or conversion meeting | | | | | | | | |
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| Your name: | | | | | Relationship to the child: | | | |  |
| Has anyone helped you to complete this form? If so, state who: | | | | | | | | | |
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| **Child’s details** | | | | | | | | | |
| Child/young person’s name: | | | | | | | | DOB: | |
| Address: | | | | Telephone/Email: | | | | | |
| Gender: | | Ethnicity: | | | | | Religion: | | |
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| Name of current school / setting: | | | | | | | | | |
| Have you discussed this form with your school/setting? YES  NO | | | | | | | | | |
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| All persons with parental responsibility: | | | Relationship: | | | | | Contact details (if different): | |
| Who is the initial point of contact, and how do they prefer to be contacted? | | | | | | | | | |
| Is the child/young person:  looked after by the local authority/care leaver: | | | | | | in shared care: | | | |
| Language used at home:  Do you/your child require any interpretation or access support? If yes, please give details: | | | | | | | | | |

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| **Data Protection Declaration** | | |
| Leeds City Council takes its obligations under the Data Protection legislation (the General Data Protection Regulation and the Data Protection Act 2018) very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe.  Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.  Any personal and sensitive information you provide will be collected, used, shared and held by Leeds City Council specifically for the assessment of you/your child to ensure adequate support is provided to meet their special educational needs, to measure outcomes for children and young people with SEN for local and national accountability and to develop and improve services and provision. We collect and hold your information to enable us to comply with a legal obligation, or because we are acting in the public interest or exercising a public task in our official authority.  Where appropriate and in order to best support you/ your child, we will share your information with other services in the Council and also with other relevant organisations, such as the NHS and schools. We will keep your personal information for 35 years from the date of first involvement in accordance with the Leeds City Council retention schedule.  Please note, we would like you to fully engage in this process, however there may be circumstances where we may use and share your information without your agreement, as we are legally required to do so if we believe there are significant concerns relating to the child/ young person’s safety or wellbeing.  You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact your SEN Casework Officer, or contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.  Further information in respect of your privacy and your information is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-> notice. This includes contact information for the Council’s Data Protection Officer. A paper copy of this information is available on request. | | |
| **Parent/Carer Signature:** | | **Date:** |
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| **Young people’s rights post-16**  Leeds City Council takes its obligations under the Data Protection legislation (the General Data Protection Regulation and the Data Protection Act 2018) very seriously. The information you provide will be subject to rigorous measures and procedures to make sure that it cannot be seen, accessed or disclosed to anyone who should not see it. Our service also needs to use sensitive personal data relating to you (also called “special category data”) which requires more protection by us to keep it safe. Leeds City Council are the owner (data controller) of this information and therefore obliged to fully comply with the relevant Data Protection laws and regulations.  Any personal and sensitive information you provide will be collected, used, shared and held by Leeds City Council specifically for your assessment to ensure adequate support is provided to meet your special educational needs, to measure your outcomes and for local and national accountability and to develop and improve services and provision. We collect and hold your information to enable us to comply with a legal obligation, or because we are acting in the public interest or exercising a public task in our official authority.  Where appropriate and in order to best support you, we will share your information with other services in the Council and also with other relevant organisations, such as the NHS and schools. We will keep your personal information for 35 years from the date of first involvement in accordance with the Leeds City Council retention schedule.  Please note, we would like you to fully engage in this process, however there may be circumstances where we may use and share your information without your agreement, as we are legally required to do so if we believe there are significant concerns relating to your safety or wellbeing.  You have rights in respect of the information we hold about you, including the right to ask for access to your information or to withdraw from this process. Further information in respect of your rights is available at <https://www.leeds.gov.uk/opendata/your-rights>. To exercise any of your rights, please contact your SEN Casework Officer, or contact: [dpfoi@leeds.gov.uk](mailto:dpfoi@leeds.gov.uk); any One Stop Centre, or send to Information Management & Governance, PO Box 837, LS1 9PZ, and we will advise you of the procedure.  Further information in respect of your privacy and your information is available at: <https://www.leeds.gov.uk/privacy-statement/privacy-> notice. This includes contact information for the Council’s Data Protection Officer. A paper copy of this information is available on request. | | |
|  | Please tick the box if the young person about whom this form is written is over compulsory school age (has finished the academic year in which they turn 16) | |
|  | If so, please check the box to confirm that you have discussed the content of this form with the young person. If not, please state why not: | |
| **Young person’s signature:** | | **Date:** |

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| **Tell us about your child**  We would like to hear any comments you may wish to make regarding your child, their special educational, health and care needs, and the support that helps them to make progress. We would like to hear any details about the child’s aspirations and goals for the future, including the outcomes you would like to see achieved. We’d like to hear all about their play, health, schooling, independence, friendships, further education and future plans (including employment, independent living and community participation where appropriate). You should also include information about how to communicate with the child and engage them in decision-making. It may also be appropriate to outline the child’s history. You may choose to use the prompts provided below, or if you would rather use your own structure, that is fine.  If you have any other documents or reports that you think might be relevant, you can attach them to this report. |
| *Consider:*   1. *What do people like and admire about your child?* 2. *What is important* ***to*** *your child?* 3. *What is important* ***for*** *your child?* 4. *What things are working well for your child?* 5. *What things are not working so well for your child?* 6. *What other information needs to be known for your child to be happy, healthy and safe?* 7. *What are your aspirations for the child’s future?* 8. *What outcomes would you like to see the child achieve?*   *If you have a particular school/setting preference in mind you can mention it here too if you would like.* |

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| **Your child’s views, wishes and aspirations**  Please describe the child’s own views on their aspirations and goals for the future, and their education, health and care needs/provision. You may wish to include photos of them enjoying their favourite activities, or doing the things they love the most. Your child may wish to write something themselves, draw a picture, make a collage, make a Powerpoint presentation, or something else to show us their views. If so, just send it in with this form.  **Please check the box if you have attached additional information** |
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| **Personal budget**  In line with the Children and Families Act 2014, parents of children with an EHC plan, or young people with an EHC plan, are able to request information about the resources allocated to meet the child/young person’s needs. In some cases it is possible for parents/young people to have greater control over how these resources are used. If you would like someone to contact you to discuss your options regarding a personal budget, please indicate so below.  For more information search “personal budget EHCP” on leeds.gov.uk | |
|  | I would like to request further information about a Personal Budget |

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| **Further information and advice**  Please let us know if there are any individuals, professionals or agencies that you would like us to ask for further information and advice about your child should we decide to proceed with an assessment. This could be a relative or family friend, a third sector or voluntary organisation (such as a sports club, an activity group or a charity), or an agency / therapist who is currently working with the child. | |
| Name:  Role / relationship:  Contact details: | Name:  Role / relationship:  Contact details: |
| Name:  Role / relationship:  Contact details: | Name:  Role / relationship:  Contact details: |
| Name:  Role / relationship:  Contact details: | Name:  Role / relationship:  Contact details: |

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