



Referring for an Educational Health and Care Needs Assessment (EHCNA): *A 'how to' guide for using The EHC Hub (IDOX)*

The Graduated Approach

Referring a learner for an Education Health and Care Needs Assessment is a request for the highest level of support a learner can receive. There are multiple avenues of support for learners will SEND before an EHCNA is needed, from High Quality Teaching ordinarily available in all schools, through to the involvement of agencies, SEND Support and additional funding. If you are unsure about the graduated approach, please follow the link to find out more: [Local Offer - Special Educational Needs / Disabilities \(SEND\) - Homepage - City of Doncaster Council](#)

Step one

Follow the link to Doncaster's EHC Hub: [EHC Hub \(doncaster.gov.uk\)](https://ehc.doncaster.gov.uk)

If you are an educational professional, log into the EHC Hub with your dedicated password and username. There is dual authentication (a text message) and a code. If you are a parent or external professional, click 'Request a needs assessment' on the right.

**Supporting transparency
in SEND**

The Education, Health and Care Hub (EHC Hub) supports engagement, contributions and collaboration on EHC needs assessments, plans and reviews.

Complete transparency for families, professionals and education settings, transforming the way we work together.

EHC Hub
Doncaster Council

Log in

Email address

Password

Log in

[Forgotten password?](#)

[Request needs assessment](#)



Step two

Read through the guidance on what an EHCP is for and then select request if you wish to continue. Please be sure that you wish to refer as when you submit the request this will begin the 20-week process.

What is an Education, Health & Care Plan (EHCP)?

An Education, Health & Care Plan or EHCP is a document which sets out the education, health and social care needs of a child or young person aged up to 25, and the support that is necessary to help them achieve their outcomes.

Who needs an EHCP?

EHC plans are for children and young people (age 0–25) who have a special educational need or disability that cannot be met by the support that is already available at their school or college

Most children and young people with special educational needs will have help given to them without the need for an EHC Plan. This is called SEN support.

The purpose of SEN support is to help children achieve the outcomes or learning objectives that have been set for them.

How do I get an EHCP?

An EHC plan can only be issued after a child or young person has gone through the process of EHC needs assessment. At the end of that process, the local authority has to make a decision to issue to issue an EHC Plan or not.

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[→ Request an EHC needs assessment](#)



Should I speak to the school or college first?

Yes, definitely. Speak to your child's class/ subject teacher and the head teacher or to the principal of the College the young person is attending about your worries before writing to the LA.

What if the school or college offers to write on my behalf?

Anyone acting on behalf of a school or post 16 institutions is able to write and request an EHC needs assessment. They are often best placed to make the request as they will need to provide the Local Authority with specific information to support it.

When should I request an EHC needs assessment?

Whenever a child or young person has a learning difficulty or a disability which is holding them back at school or college and the parents of the child or the young person (or the young person themselves) believe that the school or college is not able to provide the help and support which is needed.

For children under 16 the parent makes the request. This includes children from 0 to 5 where parents should make a request if they believe that the child will need extra help when school starts.

In the case of a young person (over 16 and up to 25) they can make the request themselves if they understand it sufficiently well themselves – otherwise the parent can make the request on a young person's behalf.

Remember you can only ask for an EHC needs assessment if the child or young person has or may have educational needs – it does not apply where there are only health and/or care needs no matter how severe.

When should I hear back?

The LA must reply within six weeks. They will always reply to you as a parent or young person – even where the request was made by the school or college.

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Step 3

Use the drop-down arrows on the right to expand the boxes. Please complete these in as much detail as possible and complete every box that is relevant. There will be the option to upload documents, for schools and settings, **this should be used for the provision map, professionals' records and diagnoses only**. Where possible based on age and ability, please include the learner/child in this process.



Request an EHC needs assessment

Before starting, we recommend reading the form on this page and collating all of the relevant information that you have.

To protect your sensitive information, it's not possible to part complete your request and send it to us at a later time. However, there will be opportunity to add more information and upload documents after we receive your request.

[read less »](#)

Information sharing and data protection statement



1. Details of person requesting an EHCP Assessment



2. Child or young person's details



3. Child or young person's main contacts (family and involved professionals)



4. Details of the child or young person's current education setting(s)



5. Important information about the child or young person



6. Views of the child or young person and their parent, carer or guardian



Cancel



Send request

Step 4

Await the decision, the LA have a statutory duty to respond within 6 weeks. The decision they make at this point is whether to assess the learner or not. They will provide a clear reason for their decision and information on appeals as appropriate. The SEND Officers who manage the cases will receive notifications within the EHC Hub to help keep timelines on track throughout the process. The full EHCNA process is 20 weeks.

For further information and support on SEND and EHC Processes please visit: [Local Offer - Special Educational Needs / Disabilities \(SEND\) - Homepage - City of Doncaster Council](#)