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| **Parent Carer contribution and request for a statutory** **Education, Health and Care(EHC) Needs Assessment**(In Accordance with Section 36 of the Children and Families Act 2014) |
| **Please be aware that on receipt of a request for a statutory Education, Health and Care Assessment the local authority will notify and ask for relevant information from:*** **Health Services**
* **Social Care**
* **Educational settings**

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| **My name.** |
| **My address.** |
| **My telephone number.** |
| **My email address.** |
| **My GP and address.** |
| **How would you prefer to be contacted?** |
| **My Child’s name.** |
| **My Child’s date of birth.** |
| **Today’s date.** |
| **Has your child got a SEND support plan?** |
| **Have you discussed your concerns with the school SENCo?** |
| **What special educational needs does your child/young person have?** |
| **Has a referral been made to any other services? i.e., Occupational Therapy, Speech and Language, CYPS, Paediatrician, Social Care, Early Help etc. If so, please state who:** |
| **Why I want an EHC Needs Assessment for my child/young person** |
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| **Things I would like you to know about my child/young person** |
| **Other things I think are important for you to know are** |

Please attach any extra information you think might be useful. We want to ensure we get this right together. There will be further opportunities to give information & views when it’s decided if we will carry out an Education, Health and Care Needs Assessment.

**Citizen’s Portal**

Have you heard about the Citizen’s portal? You may already have an account if you have applied for a school place in Newcastle. Now you can also upload your requests and information for an EHC assessment directly onto the portal.

If you do this you will be able to see the advices that come in from professionals, decisions taken by the panel, you will be able to share your views and your child/young person’s views and you will be able to comment on the draft and final EHC plan via the portal.

To find out more about the portal please take a look at our pages on the SEND local offer website:

You will see there is a video where one of our parent/carers and caseworkers takes you through how to use the portal. <https://www.newcastlesupportdirectory.org.uk/send-portal>

To register on the portal please follow this link:

<https://www.newcastlelea.org/ProfessionalPortal_LIVE/Account/Login?ReturnUrl=%2FProfessionalPortal_LIVE%2F>