

Step-by-Step Guide to Applying for an EHCP

1. What is an EHCP?

An Education, Health and Care Plan (EHCP) is a legal document that sets out your child's special educational needs and the support they must receive.

2. Who can apply?

- A parent or carer
- A young person over 16 (up to 25)
- A school or nursery

3. How to apply (step by step):

- Write a request letter/email to your local council's SEN team (For Enfield: sen@enfield.gov.uk).
- Include key details: your child's name, date of birth, school, and a clear request for an EHC needs assessment.
- Provide supporting evidence: reports from teachers, doctors, therapists, or your own observations.
- Keep a copy of everything you send.
- The council has 6 weeks to reply to your request.

4. What happens next?

If accepted, the council gathers reports from professionals (school, GP, therapists).
If refused, you have the right to appeal.

5. Tips for Parents & Carers:

- Be clear about the difficulties your child faces.
- Give real-life examples (e.g. "my child struggles to manage transitions and needs adult support").
- Remember: you don't have to go through this process alone.

♥ At Fusion of Hearts CIC, we work alongside families navigating EHCP applications. If you'd like guidance, resources, or a listening ear, please get in touch with us.

You may also find it helpful to contact your local SENDIASS service for free, independent advice. **For Enfield:** sendiassenfield@centre404.org.uk