

Consideration of Statutory (EHC needs) Assessment – Guidance for Early Years Settings

For more detailed guidance (specifically around the use of the pupil passport in schools) - please see guidance on the [Northumberland Education Website](#)

SECTION 1 Child/Young Person and Family Details

Family Name		Forename	
Date of Birth		Year Group	
Educational Setting			
Date of admission	This is the date the child started in your setting	UPN	It's fine to leave this blank if you don't know it
Home Language		Gender	
Name of parents/carers living with CYP	CYP stands for 'child or young person'	Phone number	
Relationship to CYP		Email	
Home Address inc postcode			
Name and address of others with parental responsibility			
GP address			
Is the child/young		If no, previously looked after?	

person Looked After (LAC)			
Is the child/young person a Child in Need or subject to a Child Protection Plan?		Is there an EHA in place?	
If yes to either, responsible local authority and named Social Worker		If yes, who is the lead professional?	

Important information for educational settings submitting

- Professionals completing this form are requesting that the Local Authority SEND Commissioning Panel consider a full assessment of need as defined in the Code of Practice 2015. Completion of the form is NOT a direct request for additional funding.
- The form, and its supporting evidence, will be considered at a Panel meeting where professionals from Education, Health and Social Care will decide whether the presented learner's needs indicate that a full statutory assessment is required in order to plan provision.
- It is ESSENTIAL that all evidence listed on the checklist is provided AT THE SAME TIME as the request form.
- The accompanying guidance should also be used when completing the request form to ensure all relevant information is included.

Document checklist - Please do not submit documents in addition to those requested

1. Completed pupil passport and support plan document, including 3 reviewed cycles of support over 3 consecutive academic terms

This is the targets you have in place for the child (they might be on an action review record or similar), showing how you have supported the child, and the impact that this is having.

In the Early Years, cycles of support can be shorter than an academic term.

2. Completed COSA cover sheets, including the genuine voice of the child or young person and their parent/carer

You should complete the All About Me on the School Readiness Passport, to gain the child's views. You can then produce a PDF report and include this in the appendices.

3. Copies of reports written by professionals in the last 24 months (as indicated in the pupil passport).

This will include reports from Portage, Paediatrician, Speech and Language, and anyone else who is involved.

Section 2: School / setting information and consent

Summarise your reasons for submitting a COSA

In here, you should talk about why the ordinarily available provision is not enough for the child.

Mention the thoughts and opinions of other professionals involved.

Think about the long-term picture for the child, but talk about the levels of adult support that they require currently.

Current Academic Attainment Summary -Provide as much detail as possible to support clear understanding of current attainment level (eg. equate phrases, such as ‘working towards’, to specific academic year or key stage attainment)

Date of assessment	Subject or assessment measure Eg. English, Maths, SATs.	Age related expectation <i>Provide descriptor of any school specific assessment</i>	Learner working at <i>Provide descriptor of any school specific assessment</i>
	<p>If you assess the child on the School Readiness Passport, you can leave this whole table blank and say ‘see Passport report’ – the Passport report will include the child’s school readiness checker and the SEND Support checker assessments. You will then include your report as an appendix.</p> <p>You should not submit age bands as an assessment for the child as these are no longer used in the EYFS.</p>		

Section 3: Setting consent

Headteacher/Setting Leader Declaration

I confirm that I have checked that the essential evidence is all included with this application, and that the form is completed as appropriate. In line with the SEND Code of Practice (2015) education settings are advised to discuss the request for an EHC needs assessment fully with parents/carers and young people before submitting to the Local Authority. I confirm that parents/carers have seen all evidence and documentation being presented as part of this application.

Please select one of the following options:

I am happy that this information forms the views of our school/setting should this request be taken forward for a full statutory assessment of need

I would like the opportunity to present further information if the application is taken forward for a statutory assessment of need

Name: Click or tap here to enter text

Date: Click or tap to enter a date.

Name of person completing and submitting COSA: Click or tap here to enter text.

Designation of person completing and submitting COSA: Click or tap here to enter text.

Section 4: Child or young person and their family's information and consent

You can leave this whole section blank, if you already have a recent 'family's views' form completed (within the last 2 months), as a result of an EYSTAR application – you can submit this with your COSA request.

Ensure that information below is completed in full and in the most appropriate way for the pupil and parent/carer. This may mean that scanned images, documents or photographs are copied into the appropriate section.

The voice of the child or young person

Please submit evidence of the voice of the child or young person in the most appropriate format. Images may be inserted if supporting the gathering of views. Areas covered should include the following information/views:

- People like and admire me because....
- I enjoy....
- These things are important to me....
- These things are not working well....
- It would be better if....
- In the future I would like....

You can use the All About Me section of the passport to gather the child's views

The voice of the parent/carer

What do you like and admire about your child?

What is important to and important for your child now?

What is important to and important for your child in the future?

What's currently working for your child?

What needs changing to better support your child?

Any other information that you'd like to share?

Information Sharing – parent/carer consent

In line with the SEND Code of Practice, the Local Authority must notify and gather information from relevant professionals about the education, health and care needs of the child/young person named above. This will include gathering information from and sharing information with:

- Health services
- Social Care services
- Educational and training providers
- Educational Psychologists
- Other professionals involved with the child or young person.

In addition, we will need to record aspects of the data in order to help with monitoring and for service planning purposes. Information will be shared in line with the County Council policies on Information Governance, ensuring that personal and sensitive personal data is shared with due regard to confidentiality. We will need to keep the information until your learner reaches their 33rd birthday, as stated in the Children's Services Policies.

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

Do you have parental responsibility? Yes No If no, who does?

Click or tap here to enter text. **I agree to (required):** **(required):**

-you agree to the sharing of information

-you confirm that you have seen all the documents being submitted

Learner consent

If the learner is over 16 years of age and has mental capacity, they must also sign this themselves giving consent for the application:

Name: Click or tap here to enter text.

Date: Click or tap to enter a date.

I agree to (required):

- you agree to the sharing of information
- you confirm that you have seen all the documents being submitted