

CONFIDENTIAL

Date XXXXX

when responding please contact
XXXXXXX
XXXXXXX

our ref
SEN/ E0003O0

your ref

Dear XXXXX

Re: XXXXX

Following a request for an Education, Health and Care needs assessment for XXXXXXXX, the Local Authority has decided to proceed with an assessment.

When carrying out an EHC needs assessment the Local Authority has a **statutory duty** to gather advice from relevant professionals about the child/young person's education, health and care needs, desired outcomes and special educational, health and care provision that may be required to meet identified needs and achieve desired outcomes.

As a professional involved with the child/young person, please provide your **statutory advice** in writing, following the guidance below. Please return your advice and any supporting evidence to me by post or e-mail it to SEN.CaseworkAssistants@eastsussex.gov.uk

In order to comply with statutory deadlines set out in Section 9 of the 'SEND Code of Practice: 0 to 25 years', your advice must reach me no later than .

Statutory advice guidance:

- Your advice should be clear, accessible and specific.
- Your advice should be supported by evidence.
- It should highlight the child/young person's strengths and capabilities.
- It should be limited to **areas of your professional expertise**.
- It should specify the child/young person's education, health or care needs as relevant to your area of professional expertise.
- You should take care not to confuse needs with provision.
- You should include advice on outcomes relevant for the child/young person's age and phase of education.
- Outcomes should be person-centred rather than service led.
- Wherever possible, outcomes should be specific, measurable, achievable, realistic and time-bound (SMART).
- It should include strategies for achieving those outcomes.
- You may comment on the amount of provision you consider the child/young person requires in order to meet the outcomes you have suggested or consider the most important for them.

- Specific educational settings should not be named.

For further details, see 'SEND Code of Practice: 0 to 25 years', sections 9.45 to 9.52.

Your advice will inform the outcome of the EHC needs assessment and will be shared with the child's parents/carers and other relevant professionals.

If there is any reason why your advice may be delayed, for example, the child does not attend an appointment you arrange for an assessment to inform your advice, please let me know as soon as possible.

If you have any questions, please do not hesitate to contact me directly on 01273 «Case_tel».

Thank you for your cooperation and support.

Yours sincerely

XXXXXX

Assessment and Planning Officer

Inclusion, Special Educational Needs & Disability (ISEND)