

Customer Services Team

Ann Cooper

Please ask for: Tracey Wallace

FOI Reference: 577834

Direct Dial: 01273 482913

Email: xxxxxxxxxxxxxxxxx@xxxxxxxxxxx.xxx.x

Date: 31 August 2018

Account reference:xxxxxxxxxxxxxxxxxxxxxx@xxxxxxxxxxxxxxxxxxx

Dear Ann Cooper

Thank you for your request for information, which has been dealt with under the terms of the **Freedom of Information Act 2000**

Your request and our response are set out below. Please note that any information we provide is subject to the copyright and reuse of information terms and conditions set out at the bottom of this email.

Request and Response

1. Please provide a blank request form template or templates used for requesting advice and information from agencies as part of the EHC assessment process.

The E0003O0 letter attached is used to request advice from all professionals and no accompanying form is used.

2. Please provide a copy of service agreements with agencies. If these cannot be disclosed in whole, I would like to see the information on any recommended phrasing for EHCP assessment reports where requested by the local authority: these may include assessments from educational psychology, social care, speech and language therapy, occupational therapy, physiotherapy, CAMHS etc. This is not an exhaustive list.

The E0003O0 letter attached also provides guidance for agencies in writing their advice.

Thank you for your request for information which we have been able to comply with fully on this occasion. We will now close our files with regards to this

request, if you feel that this particular request has not been complied with then please put your grounds in writing and email us back.

Please quote the FOI reference number in any communication regarding this particular request.

Kind regards,

Kathy Gardner
Customer Services and Information Governance Officer

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