**January 2025 update**

We are excited to introduce **three new online forms** for requesting an Education, Health, and Care (EHC) needs assessment:

* For professionals: EHC needs assessment request form
* For parents and carers: EHC needs assessment request form
* For young people (self-request): EHC needs assessment request form

These new forms are part of our ongoing [**SEND and inclusion transformation programme**](https://www.leedslocaloffer.org.uk/education/send-and-inclusion-transformation) and provide an improved experience from the previous EHC1, EHC2 and EHC3 forms.

**Benefits of the new online forms**

The forms are designed to make the request process quicker and easier for everyone, enabling us to provide timely support and reduce delays. Key benefits include:

* **Clearer questions**: The forms have more straightforward and focused questions, which make it easier for you to provide the information we need to review your case.
* **Faster processing**: By collecting all the necessary information upfront, we’ve reduced the need for follow-up questions and back-and-forth communication after you have completed the form.
* **Less manual handling**: Submitting the form online means fewer delays caused by manual inputting, again speeding up the process of receiving and processing your request.
* **Automatic confirmation**: You should receive an automatic acknowledgement once your form is submitted, so you know it’s been received.

**Accessing the forms and guidance**

The new forms are available on the [**Education, health and care needs assessments and plans**](https://www.leeds.gov.uk/schools-and-education/support-for-pupils-with-send/support-with-learning/education-health-and-care-needs-assessments-and-plans)webpage on the Leeds Gov website, and detailed guidance can be found on the [**Requesting an EHC needs assessment | Leeds Local Offer**](https://www.leedslocaloffer.org.uk/education-health-and-care-plans-ehcps/requesting-ehc-needs-assessment) webpage.

We highly encourage you to read the guidance before starting your application.

We understand that some people might still require the form in an alternative format. If this applies to you, please contact the SENSAP team at [**SENSAP@leeds.gov.uk**](mailto:SENSAP@leeds.gov.uk) or call 0113 376 0062.

For those who can, we encourage using the new online forms, as they offer a faster and more efficient process.

**Support, feedback, and contact information**

For help filling out the form, please contact the SENSAP team at [**SENSAP@leeds.gov.uk**](mailto:SENSAP@leeds.gov.uk) or call 0113 376 0062.

For impartial advice, please contact the SENDIASS team at 0113 378 5020 or email [**SENDIASS@leeds.gov.uk.**](mailto:sendiass@leeds.gov.uk)

For feedback or technical issues with the online forms, please email [**ehcpreview@leeds.gov.uk**](mailto:ehcpreview@leeds.gov.uk), and a member of the relevant team will be in touch.