



North and West Northamptonshire EHC Teams: The Voice of the Child in Requests for Statutory Assessments - Guidance for Schools

When a school submits a Request for a Statutory Assessment (RSA) of special educational needs or disabilities (SEND), there's a legal requirement to include the child's views. This also applies to Annual Reviews of Education, Health, and Care (EHC) Plans.

The opinions, perceptions, and wishes of the child are central to the EHC Plan process. The child's right to be heard is defined in the [Children and Families Act 2014](#), the [Children's Act 1989](#), the [United Nations Convention on the Rights of the Child \(UNCRC\)](#), and the [Human Rights Act 1998](#).

There are a variety of ways the child's views can be obtained, and the method will depend on the age and developmental stage of the child. We recommend contacting a Leading SENCo to discuss the various techniques and formats available.

Younger children will probably need help to record their views. In these cases, school staff should decide who is best-equipped to help. It might be the class teacher, a learning support assistant, a social worker, the parents or carers, a close friend, or somebody else. If the pupil has communication difficulties that prevent them from expressing their views, the school should provide details and explain how their views were obtained.

A child's views should never be sought without permission from the parents or carers. The parents should also be sent a record of the opinions that were expressed.

Schools Should Provide These Details for the Pupil's Contribution:

- Full name of the pupil
- Their date of birth
- The name of the school
- The date of the assessment (or Annual Review)
- The pupil's contribution should cover the following areas:
- How they think they are getting on in school
- Likes
- Dislikes
- Strengths
- Interests
- Comments on relationships in school with both adults and peers

- What they find helpful in school and what they might find more helpful
- What they enjoy at the weekend and after school
- Future goals – what the student would like to achieve
- Other comments

Schools Should Add the Following Information After the Pupil's Contribution:

- Details of how the child's views were recorded
- The signature of the child (if appropriate)
- The signature of the helper (if appropriate)
- The designation of the helper (if appropriate)
- The date of completion
- The date it was discussed with the parents or carers
- The date the record was sent to the parents or carers

Additional Information:

[Helen Sanderson Associates](#) promotes person-centred practices in education. They promote One Page Profiles as a simple way to start personalising education. More information is available on their website.

[Viewpoint](#) is used in Northamptonshire to record the voice of the child or young person at the annual review of their EHC plan.