

## ERSA Guidance

---

### Completing an ERSA

- Please ensure that prior to submitting an ERSA that the thresholds for EHC needs assessment have been reviewed on [Ealing Grid for Learning](#).
- Download a copy to keep and use as a template for future submissions.
- You can complete all of the sections apart from signatures electronically.
- You can attach a picture on the front page using the  icon to navigate to a saved picture on your computer.
- Please see the 'Consent Table' on page 11. Ealing want to ensure that parents are aware of the different parties involved in the assessment process and how information is shared. Please make sure when completing the ERSA that parents / carers and child / young people (where appropriate) are aware of this table and they sign off consent appropriately.
- We are encouraging the use of our independent and impartial services to improve support at the start of statutory assessment process. Gaining their agreement at the beginning will greatly assist with improving their understanding of the system and the responsibilities of each party involved.
- Please complete all contact details, including: parent / carer, GP and any other appropriate family member. This will allow any relevant services who need to be involved in the EHC assessment process to make the arrangements required to move the process forward.

### Submitting an ERSA

- Please send in any ERSAs to our shared email box: [SENAS@ealing.gov.uk](mailto:SENAS@ealing.gov.uk).
- ERSAs should be sent via email, as this is both quicker to send and receive and faster to process.
- Emails should have a subject in the format of "ERSA" and "your setting's name" and "pupil initials".
- Please also ensure that any emails that you send containing confidential information are sent by a secure emailing system. The council uses: [www.egress.com](http://www.egress.com) to encrypt any confidential information and enables the recipient to respond to emails for free.
- All documents relating to the ERSA should be attached within the same email.