

EHCP Checklist

This checklist is designed to help parents navigate the EHCP (Education, Health, and Care Plan) application process. Ensuring you have the right documents and information can help streamline the process and improve the chances of a successful application.

1. Preparing for the EHCP Application

- ☐ Identify your child's needs and gather relevant evidence.
- ☐ Speak with your child's school SENCO about existing support.
- ☐ Request an EHCP Needs Assessment in writing from the local authority.

2. Gathering Evidence

- ☐ Obtain reports from professionals (e.g., Educational Psychologist, Speech and Language Therapist, Occupational Therapist, etc.).
- ☐ Collect school reports, Individual Support Plans, and any previous assessments.
- ☐ Gather letters or notes from teachers detailing your child's difficulties.
- ☐ Include a parental statement describing your child's needs and the impact on daily life.

3. During the EHCP Needs Assessment

- ☐ Ensure all professionals have been consulted.
- ☐ Check the assessment report includes all your child's difficulties and required support.
- ☐ Keep copies of all communications with the local authority.

4. Reviewing the Draft EHCP

- ☐ Check Section B (Needs) - Ensure all needs are clearly described.
- ☐ Check Section F (Provision) - Ensure support is specific, detailed, and quantified.
- ☐ Check Section I (Placement) - Ensure the correct school setting is named.
- ☐ Request any changes or corrections in writing if needed.

5. After the EHCP is Finalised

- ☐ Ensure the EHCP is being implemented correctly at school.
- ☐ Monitor progress and request annual reviews.
- ☐ If the EHCP is not being followed, raise concerns with the school and local authority.
- ☐ Consider mediation or tribunal if necessary.