# EHCP Checklist: Your Step-by-Step Guide

For Parents Starting the EHCP Process

Use this checklist to stay organised, informed, and empowered throughout your EHCP journey.

## 📍 BEFORE YOU APPLY

* ⬜ Understand your child’s needs — review school reports, SEN support plans, and behaviour logs
* ⬜ Gather evidence:
* ⬜ ◽ Teacher feedback
* ⬜ ◽ Diagnosis letters (if applicable)
* ⬜ ◽ CAMHS/Paediatrician/OT/SALT reports
* ⬜ ◽ School communication
* ⬜ Write a parental request letter for an EHC needs assessment
* ⬜ Send your request via email to the Local Authority
* ⬜ Save a copy and mark the 6-week deadline for their response

## 🗂️ DURING THE NEEDS ASSESSMENT (WEEKS 0–16)

* ⬜ Track all dates (e.g. when you submitted, replies received)
* ⬜ Attend any requested assessments (e.g. EP, health, social care)
* ⬜ Ask for copies of all reports
* ⬜ Ensure your child’s views are included (use drawings or supported writing if needed)
* ⬜ Keep in touch with the EHCP Coordinator – chase if silent

## 📝 DRAFT EHCP STAGE (WEEKS 16–20)

* ⬜ Review the draft EHCP carefully – check Sections B (needs), F (provision), and E (outcomes)
* ⬜ Ensure everything in Section A is only Parents and the child/young persons views.
* ⬜ Ensure Section F includes specific, detailed, and quantified provision (e.g. “3 hours per week of 1:1 SALT”)
* ⬜ Submit your feedback or request changes in writing
* ⬜ If unhappy, do not sign consent until you’re satisfied

## 📄 FINAL EHCP (BY WEEK 20)

* ⬜ Receive the final EHCP — check if all agreed changes were made
* ⬜ Make sure named school in Section I is appropriate
* ⬜ If refused or not happy, you can appeal to the SEND Tribunal
* ⬜ Consider getting advocacy support if needed

## 🧭 Ongoing Tips

* ⬜ Keep a central folder or digital drive with all documents
* ⬜ Track every interaction
* ⬜ Seek support from SEND groups or advocates
* ⬜ Remember: you are your child’s biggest advocate 💪

💬 Need help with any part of this?

Email us on [info@send-empowerment.co.uk](mailto:info@send-empowerment.co.uk) and we can help you with any of these steps, from Writing the needs assessment request to advising on the EHCP Draft- We are here to help!