

# EHCP Preparation Checklist for Parents (UK)

**A practical step-by-step guide to help you prepare for an Education, Health and Care Plan (EHCP) request or review.**

## Step 1: Understand Why You're Requesting an EHCP

Before submitting a request, ask:

- What specific difficulties is my child experiencing?
- What support has already been tried?
- Why is SEN support not sufficient?
- What outcomes am I hoping to achieve?

Write a short summary of:

- Needs
- Impact on learning
- Impact on well-being

Clarity strengthens your request.

## Step 2: Gather Evidence

Collect:

- School reports
- SEN support plans
- Teacher comments
- Educational psychologist reports (if available)
- Medical letters (if relevant)
- Attendance records (if applicable)
- Samples of work showing areas of difficulty

Organise documents chronologically.

## Step 3: Document Daily Impact

Make notes about:

- Emotional regulation challenges
- Fatigue or burnout
- Homework struggles
- Social difficulties
- Sensory overwhelm

- Executive functioning challenges

EHCPs are based on need and impact, not diagnosis alone.

## **Step 4: Preparing Your EHCP Assessment Request**

Ensure your written request includes:

- Clear description of needs
- Evidence of insufficient progress
- Explanation of why additional provision is required
- Reference to Section 36 of the Children and Families Act (England)

Keep tone factual and structured.

## **Step 5: Understand the Timeline**

Typical process includes:

- Request submitted
- Local authority decision (within 6 weeks)
- Assessment period (if agreed)
- Draft EHCP issued
- Final EHCP issued

Delays are common, track dates carefully.

## **Step 6: Reviewing the Draft EHCP**

Check carefully:

- Are needs clearly described?
- Is provision specific and measurable?
- Does it state “must” rather than “may”?
- Is support quantified (hours, frequency, type)?

Vague wording weakens provision.

## **Step 7: Preparing for School or LA Meetings**

Bring:

- Notes
- Highlighted concerns
- Key questions written down
- Someone to support you (if possible)

Stay calm. Focus on provision.

## **Step 8: After the EHCP Is Issued**

Monitor:

- Is provision actually delivered?
- Are outcomes reviewed?
- Is the plan still appropriate?

Annual reviews are critical.

### **Important Note**

This checklist is for guidance only and does not replace legal advice.

For structured EHCP guidance and support, visit:

[www.neurodiversitysupport.co.uk](http://www.neurodiversitysupport.co.uk)