EHCP AND ASSESSMENTS | ENGLAND

Daily Impact Diary (14 days)

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A two-week diary with gentle prompts for morning, the school or setting day, evening, sleep, and what helped or was hard. It is designed to show a pattern, not a single difficult day.

You can use it when preparing EHCP evidence, a benefits claim, or a school meeting. Short, factual notes are enough. This is not an official form and it does not decide any entitlement.

Who this is for

Parents and carers who need a simple way to record everyday impact over a fortnight, including families preparing an EHC needs assessment request or a DLA pack.

What is inside

- How to keep a useful, factual diary
- Fourteen daily pages with the same prompts
- A one-page pattern summary at the end

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

How to keep this diary

- Aim for fourteen days if you can, but a week is still useful if that is all you can manage.
- Write what actually happened, including the support that is easy to forget because it has become routine.
- Note how long things took, and what would have happened without help, when you can.
- Do not feel you must make every day sound dramatic. Ordinary difficult days matter, and easier days are useful context.
- Keep other children's names out of the notes if you will share the diary.

If you are also preparing a benefits claim
Disability Living Allowance (DLA) for children is administered by the Department for Work and Pensions. Entitlement depends on care and/or mobility needs, not on a diagnosis alone. Rules, rates and processes can change. Scotland has a different child disability payment. This pack does not decide entitlement and is not a claim form. Check current guidance on GOV.UK before you apply or ask a welfare-rights adviser or a SENDIASS or Citizens Advice service.

Child's name or initials

Date this diary started

Day 1

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 2

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 3

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 4

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 5

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 6

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 7

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 8

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 9

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 10

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 11

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 12

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 13

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

Day 14

Short, factual notes are enough. Leave any box blank if it does not apply.

Date

Completed by

Parent, carer, or school

Morning and leaving the house

Prompting, personal care, eating, distress, time needed.

The school, college or setting day, or the day at home

What support was needed, and any messages from the setting.

After school or late afternoon, and evening

Recovery, homework, family time, supervision.

Night and sleep

Waking, settling, supervision, or a parent being up.

What helped today, and what was hardest

The pattern I noticed over these days

What came up often

The support that was needed most often, including how long it took

Anything that would be easy to miss if someone only saw a “good” day

How I might use this diary next (meeting, EHCP request, benefits preparation, or just for us)

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- GOV.UK: SEND Code of Practice: 0 to 25 years (2015)
- Children and Families Act 2014, and the SEND Regulations 2014
- Your local SENDIASS service (free and impartial)
- IPSEA, for legally based information about SEND law in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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