BENEFITS AND MONEY ENGLAND

DLA One-Week Evidence Diary

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A seven-day diary to record care and mobility needs in real time, so examples for a DLA claim are specific rather than general.

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.

Who this is for

Families gathering recent, dated examples of a child's care or mobility needs.

What is inside

- How to keep a useful diary
- Seven daily pages
- A week summary

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.

Write what actually happened

A good diary is factual and timed where you can: what help was needed, how long it took, what would have happened without it, and how the night was. Include quieter days as well as difficult ones, so the week is honest. This diary is not a claim form.

Day 1

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 2

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 3

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 4

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 5

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 6

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

Day 7

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

Date

Completed by

Parent, carer, or school

Morning — getting up, dressing, breakfast, leaving the house

Daytime care, supervision, communication, and feelings

Meals, medication, and health

Going out, walking, safety, and mobility

Evening and bedtime

Night-time waking or care, if any

The week as a whole

What came up often, and what was unusual

The examples I will carry into the official form or a supporting letter

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: Disability Living Allowance (DLA) for children
- GOV.UK: Personal Independence Payment (PIP)
- GOV.UK: Carer's Allowance and related carer support, if relevant
- A local welfare-rights service, Citizens Advice, or Contact
- Your local SENDIASS service, for SEND-related questions

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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