EHCP AND ASSESSMENTS | ENGLAND

Draft EHCP Quality Checker

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Use this checklist alongside a draft EHC plan in England. It helps you notice unclear wording, missing detail and questions to raise while you still have time to comment.

It does not certify that a plan is legally compliant, and it does not rewrite the plan for you. You should have at least 15 days to comment on a draft — check the date on the letter.

Who this is for

Parents, carers and young people in England who have received a draft EHC plan and want a structured way to read it.

What is inside

- A walk-through of common sections A to K
- Prompts for vague wording and consistency
- Space to list the comments you will send back
- A reminder of the usual comment window

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.

Before you read the draft

When a local authority sends a draft EHC plan, you should have at least 15 days to make representations and to request a particular school or other setting. Check the date on the draft letter and get advice quickly if you are unsure.

EHCP processes described here apply in England, under the Children and Families Act 2014, the Special Educational Needs and Disability Regulations 2014, and the SEND Code of Practice: 0 to 25 years (2015). Scotland, Wales and Northern Ireland have different systems. Always check the current official position and any deadline on letters you receive.

> **How to use this checker**
> Read the draft once all the way through, then come back with this checklist. Note the page or section as you go. You do not have to comment on every box — focus on what would actually affect your child.

Child or young person's name

Date the draft was received

Date comments are due, as you currently understand it

Date you will send your comments

Section by section

Section A — views, interests and aspirations

Are your views and the child's views present and recognisable? Is anything important missing or wrongly put?

Section B — special educational needs

Are the needs described accurately and in enough detail? Has anything been left out or softened in a way that does not match the evidence?

Section C — health needs, and Section D — social care needs

If health or social care needs are relevant, are they described? Needs and provision should not be confused.

Section E — outcomes

Can you tell what will be different, by when, and how you would notice it? Vague hopes are hard to review.

Section F and consistency

Section F is where special educational provision is usually specified. Clear provision is easier to check and to follow up. Look for who will do what, how often, for how long, and in what way. Words such as “access to”, “opportunities for” or “as required” may need a closer look.

Section F — provision that is clear and specific

Section F — provision that is vague, missing, or does not match the needs in Section B or the outcomes in Section E

Sections G, H and I — health provision, social care provision, and placement

Note anything that is blank, unclear, or not what was discussed. Placement is a significant issue — get advice if you are unsure.

Sections J and K — personal budget (if any) and the list of advice and information

Are the reports you expected listed and actually reflected in the plan?

My comments on the draft

The most important changes or questions I will raise

Factual corrections (names, dates, diagnoses, or things that are simply wrong)

Anything I am content with and do not want changed

Date comments sent

How they were sent

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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