EHCP AND ASSESSMENTS | ENGLAND

EHCP Deadlines and Progress Tracker

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A simple tracker for key dates, completed steps and what you are waiting for during an EHCP process in England. It does not calculate legal deadlines for you.

Always check dates against the original decision or acknowledgement letter, current official rules, and any exceptions that may apply. If a deadline is close, get advice quickly.

Who this is for

Parents, carers and young people in England who are in the middle of a request, assessment, draft, final plan, or review, and want one place to keep the dates.

What is inside

- A process timeline you can fill in
- Space for each waiting point and who you are waiting for
- A chasing log for follow-up emails and calls

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 use this tracker

Write dates as they actually appear on letters. If you are unsure, write “not sure yet” rather than guessing. Usual timescales in England include a six-week decision on whether to assess, and a 20-week overall path from request to a final plan where an assessment goes ahead, subject to the Regulations and exceptions.

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.

Child or young person’s name

Local authority

Today’s date

Key dates I already have

Date the request was sent, and how

Date the local authority says it received the request

Decision whether to assess: due date, actual date, and the decision

If refused, deadline given for mediation or appeal (check the letter)

Date advice was requested from professionals, if known

Date a draft plan was received, and the comment deadline given

Date the final plan was issued, or the date you are expecting it

Annual review due date (usually at least every 12 months)

What I am waiting for now

The next thing that should happen, and who is responsible

Anything that is late, and how I know that

Refer to a letter, acknowledgement, or official timescale you have checked.

Who I have already contacted, and what they said

Follow-up log

Keep short dated notes. A calm, factual follow-up is often enough. If delay continues, the free Local Authority Delay and Follow-Up Letter on mysendfriend.co.uk may help, and SENDIASS or IPSEA can advise on next steps.

Follow-up 1 — date, who, what I asked, and the response

Follow-up 2

Follow-up 3

Follow-up 4

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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