EHCP AND ASSESSMENTS | ENGLAND

EHCP Parent Views Workbook

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This workbook helps you organise parent or carer views for an EHC needs assessment, a draft plan, or an annual review in England. You can complete it over several sittings. Short, truthful examples are enough.

Local authorities often ask for your views as part of Section A of an EHC plan, but you can also use this workbook to prepare for a meeting. It is not an official form, and you do not have to answer every prompt.

Who this is for

Parents and carers in England who have been asked for their views, or who want to prepare them in advance. You can also use it if a young person would like a supporting adult to help capture family views separately from their own.

What is inside

- Prompts for your child's story, strengths and what matters to them
- Daily impact at home and in education
- Views on support, outcomes and the future
- A one-page summary you can paste into a contribution

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 complete this workbook

Write in your own words. You can type into the boxes or print and write by hand. If a question does not apply, leave it blank. If someone helps you, say so at the end.

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

Your name and relationship

Date

This workbook is for

Assessment, draft plan, annual review, or a meeting

The child we know

What we love about them, and what they are good at

What matters to them day to day

People, interests, routines, comforts, and how they like to spend time.

How they communicate, and how best to communicate with them

What people often misunderstand

A typical day, and a difficult day

A typical day, from waking to bedtime

Include the support that is happening quietly: prompting, preparation, recovery, and supervision.

A more difficult day — what happened, what help was needed, and what would have happened without it

Needs as we see them

Communication and interaction

Cognition and learning

Social, emotional and mental health

Sensory and/or physical needs, including independence and self-care

What helps, and what we would like to see

Support that already helps, at home or in education

What does not help

Outcomes we hope for over the next year or so

Try to be specific: what would be different, and how you would notice it.

The provision or support we think is needed, in our own words

You do not have to use official wording. If you can say who would do what, how often, and where, that is often clearer.

Hopes for the longer term, including independence, community, health and learning or work

A short summary of our views

If a professional only reads one page, this is what we most want them to understand

Anyone who helped to complete this workbook

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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