EHCP AND ASSESSMENTS | ENGLAND

EOTAS Working Document Checker

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Work through an EOTAS working document and record the points you want clarified or changed before a discussion with the local authority or, where relevant, in an appeal.

This is a reading and commenting aid. It is not a tribunal form and it does not decide whether EOTAS should be agreed.

Who this is for

Parents, carers and advisers in England who have been given a working document that includes, or should include, education otherwise than at school.

What is inside

- Prompts about needs, provision, hours and review
- Space to comment on missing detail
- A list of clarifying questions

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.

Using this checker

Look for a clear description of the child's needs, the provision to be delivered otherwise than at school, who will deliver it, how often, how it will be coordinated and reviewed, and how the child's views will be included. If any of that is missing or vague, write a question.

> **Seek advice on EOTAS**
> Because EOTAS is legally specific, use this checker alongside advice from SENDIASS or IPSEA. Do not treat this pack as a complete list of what a plan must contain.

Date of the working document

Child's name

What I have checked

Is the child's need for this type of provision clearly described? My notes:

Is the education provision specific about subjects or areas of learning, hours, and who delivers them?

Are therapies, mentoring, or other support described with frequency and provider, if they are part of the proposal?

Is there a plan for review, safeguarding, and coordination?

Are the child's views and the parent's views reflected accurately?

Changes and questions

Wording I want changed, and my suggested alternative if I have one

Questions I still need answered

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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