EHCP AND ASSESSMENTS | ENGLAND

Missing EHCP Provision Evidence Tracker

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A place to record specific, dated examples of EHC plan support that appears to be missing or inconsistently delivered, so you can follow it up factually.

This tracker does not by itself start a complaint or an appeal. It is a record to use in a conversation, a review, or a letter. Get advice if provision has been missing for some time.

Who this is for

Parents, carers and young people in England who have a final EHC plan and are worried that specified provision is not happening as written.

What is inside

- How to keep a factual record
- Entry pages for individual gaps
- A summary you can attach to a follow-up

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.

Keeping a useful record

Quote the plan briefly, then write what should have happened, what actually happened, the date, and how you know. Avoid general statements such as “they never do it” unless you can also give examples. Keep tone factual if you later share this with the school or local authority.

In England, the local authority has a duty to secure the special educational provision specified in an EHC plan. Health and social care duties can differ. This pack is general information, not legal advice.

Child’s name

Date of the EHC plan you are using

Example 1

What the plan specifies (short quote, section if known)

Date or period this relates to

What should have happened

What actually happened, and how I know

Effect on the child or young person

Who I have already told, and any response

Example 2

What the plan specifies

Date or period

What should have happened

What actually happened, and how I know

Effect on the child or young person

Who I have already told, and any response

Example 3

What the plan specifies

Date or period

What should have happened

What actually happened, and how I know

Effect on the child or young person

Who I have already told, and any response

Summary

The pattern across these examples, in one short paragraph

The remedy or next step I am asking for

For example, provision to start by a date, catch-up, a meeting, or a review of the plan.

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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