EHCP AND ASSESSMENTS | ENGLAND

Section F Provision Tracker and Wording Prompts

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Compare the special educational provision specified in Section F of an EHC plan with what has actually been delivered, and use prompts to question wording that is hard to check.

This is a preparation tool, not legal advice. It does not prove that provision is missing, and it does not start a complaint or appeal on its own.

Who this is for

Parents, carers and young people in England who have a final or draft EHC plan and want a clearer picture of Section F.

What is inside

- A line-by-line provision tracker
- Prompts for who, what, how often and how long
- Space to record gaps and 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.

Why Section F wording matters

In an EHC plan in England, special educational provision is usually set out in Section F. The local authority has a duty to secure the special educational provision specified in the plan. Provision that is specific and quantified is generally easier to follow up than wording such as “access to”, “opportunities for”, or “as required”.

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.

Use this calmly and factually
Write down what the plan says, then what you have observed. Dated examples are more useful than general frustration. If provision is missing, you may later use a follow-up letter, a review, or advice from SENDIASS or IPSEA.

Provision tracker

Copy short lines of Section F and record what you have seen. Use extra copies of this page if you need them.

Provision 1 — what the plan says (quote briefly)

Who should deliver it, how often, and for how long, if the plan says

What has actually happened, with dates if you can

Provision 2 — what the plan says

Who, how often, how long

What has actually happened

Provision 3 — what the plan says

Who, how often, how long

What has actually happened

Questions about wording

For any line that is hard to check, try asking: who will do this? What exactly will they do? How often, and for how long? In what group size or setting? How will we know it is happening? What happens if staff are absent?

Wording I want clarified, and the question I will ask

Provision that appears to be missing or inconsistent, and the evidence I have

What I will do next (review meeting, follow-up email, or advice)

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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