LETTERS, RIGHTS AND COMPLAINTS | ENGLAND

SEND Evidence Organiser

Free download · My SEND Friend Shop

Give reports, emails, observations and diaries a clear structure, with space to note what each item shows and why it matters.

Who this is for

Families preparing for a meeting, an EHCP process, a complaint, or a benefits claim who need to find the right document at the right time.

What is inside

- A contents list
- Entry pages for key items
- A "strongest evidence" summary

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 organise, not how to embellish

List what you have, the date, who wrote it, and the point it supports. Do not alter documents. Keep other children's details out of anything you share.

Child's name

This folder is for

Evidence list

Item 1 — date, author, type (report, email, diary), and what it shows

Item 2

Item 3

Item 4

Item 5

The strongest points

If I had to pick five pages for someone to read first, they would be these, because:

Gaps I still want to fill

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)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information 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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