SCHOOL SUPPORT AND MEETINGS | ENGLAND

SEND Provision Monitoring Tracker

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Record support that was agreed, what was actually delivered, and any gaps, so home and school can keep a shared picture over time.

Use it for SEN Support or for provision in an EHC plan. It is a factual log, not a formal complaint.

Who this is for

Parents, carers and, where agreed, school staff who want a simple shared record of support.

What is inside

- A log of agreed support
- Space for what was delivered and any gaps
- A review 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 keep this tracker

Write down what was agreed, including the date and who agreed it. Then add short notes about what actually happened. Keep the tone factual if you will share it.

Child's name

Period this sheet covers

Support log

Agreed support 1 — what, who, when, and where I wrote it down (email, meeting, plan)

What was delivered in this period, with dates if I can

Any gap, delay, or change

Agreed support 2

What was delivered

Any gap, delay, or change

Review

The overall picture this period

What I will raise, and with whom

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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