EHCP AND ASSESSMENTS | ENGLAND

Working Document Comments Template

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A structured template for recording comments on a working document during an EHCP dispute or negotiation, so discussions about changes stay organised and easier to follow up.

A working document is often used when parties are trying to agree wording, including during an appeal. This template is not a tribunal form and it is not legal advice.

Who this is for

Parents, carers and advisers in England who have been asked to comment on a working document, or who want a clear way to track proposed wording.

What is inside

- A page for each proposed change
- Space for the current wording, your proposal, and the reason
- A summary list of outstanding issues

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 use this template

Copy the current wording accurately, then write your proposed wording and a short reason. Number each point. If you are in an appeal, check any directions from the Tribunal and get advice if you are unsure. This pack does not file anything for you.

Child or young person's name

Date of the working document you are commenting on

Your name

Comment 1

Section or page

Issue in a few words

Current wording (quote)

Proposed wording

Why this change is needed, with evidence if you can

Comment 2

Section or page

Issue in a few words

Current wording (quote)

Proposed wording

Why this change is needed

Comment 3

Section or page

Issue in a few words

Current wording (quote)

Proposed wording

Why this change is needed

Outstanding issues

Points that are agreed, as I understand it

Points that are still not agreed, and why they matter

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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