

EHCP checklist

This checklist sets out what legally must be included as a minimum in any EHCP (Education Health and Care Plans). You can use it to check a draft EHCP or a final EHCP before an annual review.

EHC Plans should be based on decisions made with you and your child or young person. They should have information from professionals that is clear and easy to understand.

EHC Plans are legal documents and some of the sections are legally binding so it is important that you are happy with it.



Section A

The views, interests and aspirations of the child, young person and their parents.

- The information is correct and useful
- My child's views are included

Section B

The child or young person's special educational needs.

This section will have your child's primary need at the top, and any secondary needs. It will have detailed information about your child's strengths and needs in each of the four areas of SEN

- The primary need is correct
- My child's strengths are included
- All my child's needs are included and I understand them.

You can appeal this section if you are unhappy with it.

Section C

The child or young person's **health care needs** which relate to their special educational needs.

- The information is correct and useful

Section D

The child or young person's **social care needs** which relate to their special educational needs.

- The information is correct and useful

Section E Outcomes.

This section will have long term outcomes and short term targets for each area of need. These outcomes should be clear, specific and achievable.

The yearly 'annual review' of the EHCP will look at these outcomes and targets.

- Every outcome and target is clear, specific, measurable and achievable.
- Every outcome is linked to a need that is in section B, C or D.
- It is clear how progress towards the outcomes will be monitored.
- There is a link between the outcomes and my child's aspirations.

Section F Provision.

All special educational provision (support) that your child needs should be in section F of the plan. It is a legal requirement that the provision must be detailed, specific and quantified. This means that it should have the type of support, how often the support must happen, for how long, and who will do this.

There must be provision for every need that is in section B and there should be a clear link to the outcomes in section E.

- All provision is clear and detailed, my child and I both understand what it means.
- All provision is quantified, I know how often it will happen and how long for.
- There is provision for all of the needs that are in section B.
- The provision is linked to the outcomes in section E.

You can appeal this section if you are unhappy with it.

Helpful hints for Section F:

- check the language which is used. Make sure that all provision **must** or **will** happen. If it says that any provision **should** happen, or your child **will benefit from**, this is not specific enough and you should ask for it to be changed.
- any provision that educates or trains your child must be in section F, even if it is linked to a health or social care need.

Section G

This section must include the **health care provision** needed to meet your child's needs in section C. The provision must be detailed and specific and should be quantified.

- All provision is clear and detailed, my child and I both understand what it means
- There is provision for all of the needs that are in section C.
- The provision is linked to the outcomes in section E.

Section H

Sections H1 and H2 must include the **social care provision** needed to meet your child's needs in section D. The provision must be detailed and specific and should be quantified.

Section H1 must include provision for a child under 18 who is receiving social care under section 2 of the Chronically Sick and disabled Persons Act 1970.

Section H2 must contain any other social care provision that is reasonably required by the child's learning difficulties or disabilities which result in SEN.

- All provision is clear and detailed, my child and I both understand what it means
- There is provision for all of the needs that are in section D.
- The provision is linked to the outcomes in section E.

Section I Placement

This section must include the name and type of the school or other institution to be attended by the child or young person.

This section is only completed in final EHC plans, not in draft plans.

You can appeal this section if you are unhappy with it.

Section J Personal Budget

If a personal budget has been agreed, this section must have details of it, including the arrangements for payments and which needs and outcomes are to be met by the personal budget.

Your EHCP coordinator should have explained to you what a personal budget is and your options related to personal budgets.

- My EHCP coordinator has discussed personal budget with me.

Section K

Advice and information

This section will have a list of the advice and information gathered during the EHC needs assessment, who gave the advice and when. All of the advice should also be sent to you as appendices.

- All of the advice and information I expected to be included in the plan is listed.
- I have a copy of all of the advice and information in the list.

General points

As well as checking each section, we advise that you look at the EHCP as a whole document and check the following things:

- All the information is correct and up to date.
- I am happy that nothing that is important to my child has been missed.
- There is a clear link or 'golden thread' between my child's aspirations, their needs, the outcomes, and the provision in the plan.
- The EHCP includes the views, wishes and opinions of me and my child.
- My child and I have been included in the process and the decisions made about what my child needs.

If you are not happy with the EHCP our advice is to contact Swindon Borough Council's SEND service as they are the body that is responsible for issuing, reviewing and maintaining EHC Plans.

You can also contact us for further information, advice or support. Please visit our website: SwindonSIAS.org.uk for up to date contact information.

Appeals

- You have the right to appeal to the SEND Tribunal if you disagree with some sections of an EHCP.
- The SEND Tribunal has the power to order amendments to sections **B** (needs) **F** (provision) and **I** (placement). This means that any changes the tribunal makes are legally binding and must be followed.
- The Tribunal can now also recommend changes to sections **C** (health needs), **D** (social care needs), **G** (health provision), **H1** and **H2** (social care provision). These recommendations are not legally binding, but there is an expectation that they will be followed.
- There has to be an educational (B,F or I) component to the appeal for the Tribunal to consider making health or social care recommendations.