

Practical Guide

Checking your draft EHCP Series



Please note: 'child' = 'child or young person'

This practical guide is to help you go through each step of checking your draft.

Please read through all this 'Basic Practical Guide' in the first instance. It will be helpful to know what the different sections of the EHCP are and how they should link together. For more information see diagram below or access our EHCP factsheet or Guide. If you have any queries as you progress, please contact SENDIAS on send.ias@westsussex.gov.uk stating '**Draft Check Question**' in the subject header.

Artificial Intelligence: Please be wary of using AI and check privacy settings to check or reword your draft EHCP as this document needs to be reflective of all professional reports.

****Please note:** Amending your draft is not easy to do on a phone. You may wish to use a computer/laptop/tablet or print out the draft and reports. Your local library is a good source for this if you do not know any trusted person who can assist. If you use a computer that does not belong to you, check that you have deleted any personal information about you or your child/young person afterwards.

Before Starting:

To make amendments you will need the EHCP in a word format (such as Microsoft Word or a Google Doc). If you do not have this, please ask your SEND Officer at SENAT for a copy. If you have accessibility needs yourself (e.g. if you need a dyslexia friendly version or larger font) you can ask your SEND Officer to adapt the draft so you can read it.

If you cannot type onto the draft, you can email the changes that you wish to make. It is very important to state which section heading and what the change is. Further explanation below.

You will need access to the EP report and any other reports used to make the EHCP (listed in Section K). These should be found in the password protected documentation sent to you alongside the draft. If you do not have these, please ask your SEND Officer for this. If there are any reports missing from section K make a note to ask the SEND Officer why this is and to list it in section K.

**** IMPORTANT ****

Apart from Section A, you cannot add in or change any key wording which is not included in any of the professional reports (except to reframe a sentence i.e. where a 'woolly' word has been altered – see example below).

If you want to query any reports, you can either ask your SEND Officer to go back to the professional who wrote it to ask questions or clarify provision or email them yourself copy in your SEND Officer.

How to amend and the key/format to use
Use the same key/format to add, delete or change throughout the draft EHCP.
For example:

Bold or ~~Bold Strikethrough~~
Red or ~~Red Strikethrough~~

Let SENAT know what your format is when you send the draft back to them.

You can make your change requests directly onto the draft or you can email them instead (but you will also need to include the section and page number).

For example:

Section F - Cognition and Learning

This ~~should~~ **will** provide frequent ~~opportunities for~~ repetition and to help build fluency.

To add in something missing from a professional report:

Section F – Communication and Interaction

- **This support should be delivered for 15 minutes at least four out of five days per week. (EP report p. 16) **This is missing and needs to be added**

To comment on something in the draft:

- If you want to add a comment once you have added something in, please add after the reference and make it clear, for example, ****** or in CAPS (as example above)

1) Initial Check	Done?
<p>Read the whole draft. For more information about each section please refer to Sections of an EHCP.</p> <p>Do the sections of the draft reflect your child’s strengths and needs? If not, make a note of the page number of anything wrong or note what is missing and include this information when you contact your SEND officer.</p> <p>CHECK THE CORRECT NAME IS USED THROUGHOUT</p>	
SECTION A – Parental Booklet	
<p>Check what has been written has been transferred correctly from your completed parental booklet. You can add / amend this if key information has changed since the booklet was written. Keep it concise.</p> <p>**Please note, this section CANNOT be appealed but can be changed by your SEND Officer</p>	
Checking all reports	
<p>Read through each report and make sure that the SEN needs (in Section B), provision (in Section F) and any outcomes (in Section E) from these are in the Draft EHCP.</p>	
<p>The EP report will usually reflect the format of the EHCP (especially sections B & F).</p> <p>Needs = a need is anything that becomes a barrier to the child’s ability to learn.</p>	

Provision = the recommendations made by professionals as to what support your child requires to make progress.

Provision Statement - Ordinarily Available Inclusive Practice – OAIP

You may see a statement about OAIP at the top of Section F categories. The LA are NOT listing anything that is mentioned in a report that is considered OAIP. These are things that school should provide as standard. We advise pasting all provision back in and referencing as usual.

Outcomes = These are goals of varying timescales, set for your child and should focus on the positive changes for the child/young person as a result of the provision and interventions given. Outcomes become increasingly important from Year 9 as your child is looking at next steps after school. Outcomes are not appealable but can be changed by your SEND Officer. Outcomes should be SMART (see Further Resources links).

Outcomes are for the end of the current Key Stage and will be amended at the appropriate annual review.

** Where the EP has stated shorter- or longer-term outcomes which have not been included in the draft, please add these (for example, End of Reception year, when only End of KS1 is included)

Do the same for Health and Social care needs and provision (these will need to be in Sections C/G, D/H respectively).

Section C & G Health check that what is written makes sense. Is there anything omitted from professional reports from health professional?

If Health Needs impact education or training, then they should be in section B (same with Provision – put in F)

Example:

Speech and language therapy usually “educates or trains” a child or young person to communicate, sometimes in a different way.

Section D & H Social Care This should be left blank if there are no social care concerns. If your child does have social care involvement, please check the form within the zip file. If you feel that there is missing evidence (SW, FSW, FSKW, CIN Plan etc) then please contact your SEND Officer and cc in the professional to ask for clarification.

‘Woolly words’. These are words / phrases that leave things open for interpretation and need to be changed to specific, directive wording. Such as
Opportunities to (doing it once could be classed as covering that statement)
Access to (again, could go once and that is it)

It is important to check the meaning of the sentence as there are times when these words might be used. Even where such words are used, it should be clear that the provision **WILL** be given, not **SHOULD** be given.

For example:

<ul style="list-style-type: none"> • This should will provide frequent opportunities for repetition and to help build fluency. • XXX will access have a targeted intervention (with a key trusted adult) <p>Check for spelling and grammar. If found, make them a different colour. If you need to put what it should say, put in bold or a colour next to the word / phrase</p>	
<p>Next, you need to make sure that for every need there is a provision, and that the needs and provision help to meet the aspirations and outcomes.</p> <p style="text-align: center;"> Section A (views, aspirations) ↔ Section E (Outcomes) Section B (SEN Needs) ↔ Section F (SEN Provision) Section C (Health Needs) ↔ Section G (Health Needs) Section D (Social Care Needs) ↔ Section H1/H2 (Social Care Provision) </p> <p>Most provision will be stated in the draft already, or will be in the report but where there is anything missing, you can either add it in yourself or make a comment that there is no matching provision etc.</p>	
<p>Section I – Placement should be blank at this stage. More about this can be found in our school placement factsheet available from our website resources page.</p> <p>Section J – this is for requesting a personal budget to enable the provision in the EHCP to be made (especially if it would not be provided by the school). More about this can be found on the IPSEA website.</p>	
<p>Send the checked draft in an email, with any questions or comments back to your SEND Officer at SENAT.</p>	

Additional Information

- 1) If you feel that the draft EHCP needs lots of changes, you have the legal option of asking your SEND Officer for a conversation to discuss these and to make amendments on your behalf.
 - 2) If you need more time to complete the draft checker, you can email your SEND Officer to request this. In law, you should be given at least 15 days.
 - 3) If you need some help after using the ‘Practical Guide’ then please get in touch with SENDIAS. Please note however, due to our operational timeframes, we would be unlikely to be able to accommodate short timeframe requests (therefore, see point 1).
- For our support, we will need the draft emailed to us in a word document format (not PDF), the EP report and any other professional reports listed in Section K (possibly a zip file), plus any passwords.
 - ****Please note, we are unable to ‘unpick’ a draft that has been altered with AI.**

Further Resources:

Factsheet: [How-to-check-your-draft-EHCP.pdf](#)
 Guidance: [DRAFT EHC Plans](#) and [What is an EHC Plan?](#)
 IPSEA: [EHCP Checklist](#)
 CDC: [EHCP Good Practice Examples](#)