

EHCP Application Master Checklist

A step-by-step guide to securing support for your child.

This checklist is designed to help you organize your evidence, track statutory deadlines, and ensure your child's needs are fully documented. Applying for an Education, Health and Care Plan (EHCP) is a process—take it one step at a time.

Phase 1: The “Big Gather” (Preparation)

Before sending the request letter, gather evidence to prove the school's current resources are insufficient.

Medical & Clinical Reports

- ☐ Formal Diagnosis Report (Autism, ADHD, etc.)
- ☐ Speech and Language Therapy (SALT) reports
- ☐ Occupational Therapy (OT) reports (Sensory processing, motor skills)
- ☐ Pediatrician letters or hearing/vision test results
- ☐ CAMHS (Child and Adolescent Mental Health Services) letters
- ☐ Private assessment reports (if commissioned independently)

School & Education Evidence

- ☐ Individual Education Plans (IEPs) or SEN Support Plans (current and historical)
- ☐ School reports and progress data (showing lack of progress or widening gap)
- ☐ Incident logs (behavioral outbursts, exclusions, or “cooling off” periods)
- ☐ Communication diaries between home and school
- ☐ Minutes from meetings with the SENCO

Home & Social Evidence (Crucial for Autism)

- ☐ **The Parental Statement:** A detailed document describing your child's history and daily struggles.
- ☐ **Evidence of Masking:** Notes on the “coke bottle effect” (exploding at home after holding it together at school).
- ☐ Examples of lack of safety awareness or social vulnerability.

Phase 2: The Request

Initiating the legal process.

- ☐ **Draft the Request Letter:** Addressed to the Director of Children's Services at your Local Authority (LA). State clearly that you are requesting an assessment under **Section 36 of the Children and Families Act 2014**.
- ☐ **Attach Evidence:** Include copies (never originals) of documents from Phase 1.
- ☐ **Send via Recorded Delivery/Email:** Ensure you get a read receipt.
- ☐ **Mark the Date:** The statutory clock starts the day the LA receives the request.

Date Request Submitted: ____ / ____ / ____

Phase 3: The Assessment Timeline

Use this tracker to hold the Local Authority accountable to legal deadlines.

Deadline 1: The Decision to Assess

- ☐ **Week 6 (Day 42):** The LA must confirm if they will conduct the EHC Needs Assessment.

The Assessment Period

- ☐ **Appointments:** Attend meetings with Educational Psychologists (EP) and other professionals.
- ☐ **EP Review:** Ensure the EP observes the child in a comfortable environment to minimize masking.

Deadline 2: The Draft Plan

- ☐ **Week 16:** The LA must send the **Draft EHCP** (or refusal to issue).

Phase 4: Reviewing the Draft (The Golden Rules)

Do not accept the draft until you have checked it against this logic:

- ☐ **Check Section B (Needs):** Is *every* difficulty listed in the reports included here?
- ☐ **Check Section F (Provision):** Is there specific provision for *every* need in Section B?
- ☐ **Avoid Vague Language:** Look for specific quantification (e.g., "30 mins" not "regular access").
- ☐ **Check Section I (Placement):** Name your preferred school here.

Phase 5: Finalization

- ☐ **Response to Draft:** You have 15 days to comment on the draft and request a school.
- ☐ **Week 20:** The Final EHCP must be issued.

Date Final EHCP Received: ____ / ____ / ____

Key Contacts

Role	Name & Contact Details
Case Worker (LA)	
School SENCO	
Educational Psychologist	
SENDIASS Contact	

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