
EHCP Draft Review Checklist

Once you have received the draft please use this to make sure it is correct. You have 15 days from when you receive it to respond to the local authority. If you need more guidance please get in touch.





The child or young person's views, interests, and aspirations

1. Reflects your child's own voice (in their own words if possible).
2. Mentions their likes, dislikes, hopes, goals, and worries.
3. Is positive but realistic — it shouldn't ignore challenges.
4. Accurately includes your parental views too.

Watch out for:

- Generic statements with no detail.
 - Missing your or your child's input.
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Special educational needs (SEN)

1. Lists all areas of need identified in reports (communication, cognition, social, emotional, sensory, physical, etc.).
2. Describes specific difficulties, not vague ones.
3. Includes information from every professional assessment (EP, SALT, OT, etc.).

Watch out for:

- Missing or merged needs.
 - Broad, vague phrases like 'struggles in class'.
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Health needs related to SEN

1. Includes health diagnoses or issues that affect learning.
2. Reflects NHS or clinical reports accurately.

Watch out for:

- Health needs mentioned in reports but omitted here.
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Social care needs

1. Notes any social care involvement, respite, short breaks, or support.
2. Includes care needs that affect learning or participation.

Watch out for:

- Section left blank without explanation.
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Outcomes

1. Lists specific, measurable, achievable, relevant, and time-bound (SMART) outcomes.
2. Covers both short- and long-term goals.
3. Links outcomes clearly to Sections B and F.

Watch out for:

- Vague phrases like 'will make progress'.
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Special educational provision

1. Lists every piece of support your child will get — who delivers it, how often, for how long, and in what setting.
2. Matches needs in Section B and outcomes in Section E.
3. Includes specific, quantified provision.
4. Details any assistive technology or specialist training.

Watch out for:

- Vague terms like ‘regular support’ or ‘as required’.
 - Missing provision from professional reports
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Health provision

1. Specifies medical or therapy support delivered by the NHS.
 2. Is clear about frequency, duration, and provider.
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Social care provision

1. States any social care services or respite clearly.
2. Includes who is responsible for providing them.



Placement (school/college)

1. Names the school or setting you prefer.
2. Matches your child's needs and the described support.

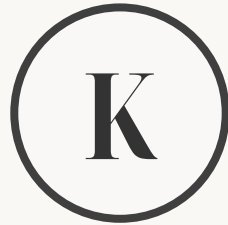
Watch out for:

- Section left blank without naming your preference.
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Personal budget (if applicable)

1. States whether you've requested or will receive a personal budget for any part of provision.



Advice and reports

1. Lists all professional reports used to create the plan.
2. Includes every report you know was submitted.

Watch out for:

- Missing reports that were provided.
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