



CHECKING YOUR DRAFT EDUCATION HEALTH AND CARE PLAN (EHCP)

When the Local Authority agree to issue an EHCP, they must first send a draft plan to the parent/carer/young person and give them time to respond about the contents of the plan and their preference for a school or setting.

Giving Feedback

You can use the steps below to help you go through your draft plan and prepare any feedback you may wish to give. There is not one set way to give feedback. You can use one of the following options:

- Email the case worker with any changes you think are needed to the EHCP.
- Request a meeting with the case worker to discuss the draft plan if there is anything you do not understand or want to discuss.
- Let the case worker know if you agree with the EHCP and do not wish for there to be any amendments.

Step One: Check how much time you have

[The SEND Code of Practice](#) says: The local authority must send the draft EHC plan to the child's parent or to the young person and give them at least 15 days to give views and make representations on the content.

This means 15 days from the date on the letter that you received alongside your draft plan. You can ask your case worker for more time to respond if you are concerned about not having enough time. We recommend putting this in writing by email.

Step Two: Section A - Parent Carer Contribution

The Local Authority should have asked you as a parent/carer or child/young person to share your views during the needs assessment. You should find these views included in Section A. Make a note if anything is missing from your contribution or if you think anything is inaccurate and needs to be changed.

Step Three: Check “Needs” and “Provisions” in Sections B and F

All of your child/young person’s Special Educational Needs should have been identified by the professionals who contributed to the assessment. An educational provision must be specified for each need. In Section K of the draft plan, you can find a list of all the professional reports that contributed to the EHCP.

All the **needs** identified should be in **Section B** of the draft plan and all corresponding **provisions** should now be in **Section F**.

Check that each need has a provision to meet it and that all the needs and provisions are included. An option you could use of checking this is:

- Go through each report.
- Highlight every need in one colour and each provision in a different colour.
- Number each need and each corresponding provision as this helps to match and track them.
- Lastly, once you highlighted all the needs and provision, go through the draft EHCP and check that everything you highlighted is included.

Making sure provision is specific

In writing EHC plans, a Local Authority must by law ‘specify’ the support children and young people must receive. This means describing it in enough detail so that parents

and young people, among others, can clearly tell what must be delivered, how often, how long for and who by.

[Please see our guide to specifying provision for further information.](#)

Step Four: Checking the Outcomes in Section E

[The SEND Code of Practice](#) says: 9.66 An outcome can be defined as the benefit or difference made to an individual as a result of an intervention. It should be personal and not expressed from a service perspective; it should be something that those involved have control and influence over, and while it does not always have to be formal or accredited, it should be specific, measurable, achievable, realistic and time bound (SMART).

This means that the provisions in Section F should be helping the child/young person to achieve the outcomes in Section E. Outcomes should also reflect the individual needs of the child/young person as identified in Section B. Let your caseworker know in your feedback if you feel that any of the outcomes are unrealistic or do not clearly have a provision to support them.

Step Five: Health and Social Care Provision

Section C should identify any health needs that relate to your child/ young person's special educational needs or disability.

Section D should identify any health needs that relate to your child/ young person's special educational needs or disability.

Section G should list any health care provision reasonably required to meet needs and will need to be agreed by your local health service's responsible commissioning body first.

Section H1 any social care provision identified under the [Chronically Sick and Disabled Persons Act 1970, Section 2](#) should be listed here.

Section H2 any required social care provision identified by any other services, for example, a Care Act Assessment, should be listed here.

Please note! Some provisions identified by health and/or social care professionals will be considered to 'educate or train'. An example of this may be speech and language therapy sessions delivered at school. These provisions will be found in Section F of the EHCP rather than G or H.

Step 6: Naming a School or Setting in Section I

This section names the school, college or setting that your child/ young person will be attending once the plan is finalised.

When you receive your draft plan Section I must be left blank. This is because at the same time you give feedback on the draft, you should be given the opportunity to request a particular school/setting be named. The Local Authority should then consult with the school/setting if it is maintained or consider consulting if independent (although the LA are not legally obliged to consult with private schools/settings).

The local authority must advise you where you can find information about suitable schools, colleges and other settings when you receive the draft plan.

[You can read a detailed guide to the process of choosing a school with an EHCP on ISPEA's website.](#)