EHCP evidence checklist

Tick off what you have. You do not need everything before asking for an EHC needs assessment, but the more specific, dated evidence you have, the clearer the picture.

From home

- [ ] A dated diary of what you see: what happened, how long, what set it off, what helped (6 to 8 weeks shows a pattern)
- [ ] Notes on sleep, eating, toileting and how your child is after school
- [ ] Examples of masking: calm at school, distress at home
- [ ] The effect on siblings, family life and your work
- [ ] Your child's own views, in their words or drawings
- [ ] Your written views as a parent (what a typical day looks like, needs, what helps)

From school or nursery

- [ ] SEN Support plans or IEPs, with dates
- [ ] Records of interventions, how often they ran and whether they worked
- [ ] Attendance records, late marks and any part-time timetable
- [ ] Behaviour or incident logs, exclusions and time spent out of class
- [ ] Progress or assessment data showing how your child is doing
- [ ] Emails and letters between you and school, in date order

From professionals

- [ ] Reports from a paediatrician, CAMHS or your GP
- [ ] Speech and language therapy, occupational therapy or physiotherapy reports
- [ ] Educational psychologist reports (the council must seek this advice during an assessment)
- [ ] Any private assessments you have arranged

Paperwork and dates

- [ ] A copy of your request letter or email, and the date the council received it
- [ ] Every letter from the council, in date order
- [ ] A log of calls and meetings: who, when, what was said or agreed
- [ ] Your key deadlines written down (6, 16 and 20 weeks; 2 months to appeal)

General information about the usual rules in England, not legal advice. Check the dates in your council's letters. Free, independent advice: IPSEA (ipsea.org.uk) and your local SENDIASS service.