



# EHCP Checklist

Information Summary Sheet

**When you're reading through the EHC plan ask yourself, what does this actually mean? Is it clear what I/my child is going to get?**

**If it's not, then it's not specific enough!**

- Section A** Does it summarise how to communicate with the child/young person?
- Section B** Does it list all the specific learning needs?
- Section C** Does it list all the specific health care needs?
- Section D** Does it list all the specific social care needs?
- Section E** Are the outcomes SMART, up-to-date and appropriate?
- Section F** Does it list specific provisions for each individual need in Section B?
- Section G** Does it list specific provisions for each individual need in Section C?
- Section H** Does it list specific provisions for each individual need in Section D?
- Section I** Does it name the type and setting for Education Placement?
- Section J** Are budget arrangements clearly identified?
- Section K** Does it have any incorrect or missing evidence?

## **If changes are required**

Speak to your case officer at the SEN Team and ask for amendments to ensure the current EHCP specifies & quantifies the provision needed.

For further advice, see our factsheet on [How to request and implement changes to your EHCP](#)