

PRACTICAL ADVOCACY WORKSHEET

Case deadline & decision tracker

One missed deadline can matter more than twenty perfectly organised documents. Keep dates visible, identify where each one came from, and never assume somebody else has taken responsibility.

FREE

PRINTABLE

Reviewed 16 August 2026

Master deadline register

Entry 1

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 2

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 3

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 4

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 5

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 6

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 7

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 8

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 9

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 10

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 11

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Entry 12

Deadline / date	What is it for?
Source	Action required
Owner	Reminder date
Status	

Decision register

Entry 1

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 2

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 3

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 4

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 5

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 6

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 7

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Entry 8

Decision	Date
Who made it?	Reason / policy given
Review / complaint / appeal route	Next action

Ownership check

Which deadlines remain the parent's responsibility?

Has anyone expressly agreed in writing to take responsibility for a specific action?

For current guidance, source links and updates, use the matching resource page at inyourcorner.org.uk.