



PRACTICAL ADVOCACY WORKSHEET

EHC Needs Assessment Evidence Workbook

Organise the evidence and keep the statutory process visible.

CHILD / YOUNG PERSON INITIALS OR REFERENCE

LOCAL AUTHORITY

DATE REQUEST RECEIVED

LAST UPDATED

Focus on needs, access, progress and provision. An EHC needs assessment request is not strengthened by volume alone. Show what needs are known or suspected, what support has been tried, what happened and why assessment may be needed now.

What special educational needs are known or suspected?

Why might an EHC needs assessment be needed now?



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Map each need to functional impact, support already tried and the remaining evidence gap.

Evidence map

Need / difficulty	Functional impact	Support already tried	Response / progress	Evidence source	Gap



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Milestones - keep the process visible without guessing deadlines.

Keep the statutory milestones visible

6 weeks

Decision whether to carry out an EHC needs assessment.

16 weeks

If assessment occurs, decision whether an EHC plan will be issued.

20 weeks

If a plan is to be issued, final plan within the overall process, subject to statutory exceptions.

Do not rely on this workbook to calculate a legal deadline. Verify dates against the actual rules, decision letter and current council / tribunal information.

Date the local authority received the request

My calculated check dates and source

Milestone / date	How calculated / source	Action if missed



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Advice gathering - record what exists rather than assuming every report has been requested.

Advice gathering check

Use this during an assessment to track what advice has actually been requested and received.

Advice / source	Requested?	Received?	Current enough?	Covers needs?	Covers provision?

Important advice that appears missing or too old



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Decision stage - record reasons, evidence and the next lawful route rather than losing the decision inside the paperwork.

If the answer is “no”

What decision has actually been made?

What reasons were given?

Which evidence was relied on - and what relevant evidence appears missing or misunderstood?

Appeal rights can arise. Check the decision letter and current mediation / tribunal information promptly. A complaint does not automatically stop a separate appeal deadline.

If a draft plan is issued

- | | | |
|---|--|--|
| ☐ Needs captured | ☐ Provision linked to needs | ☐ Outcomes meaningful |
| ☐ Reports reflected accurately | ☐ Corrections recorded | |