



PRACTICAL ADVOCACY WORKSHEET

EHCP Quality Checker

Use this as a working tool to organise comments and questions. It does not decide whether a plan is legally sufficient or whether an appeal will succeed.

Start with B to F. Section B identifies special educational needs; Section F sets out special educational provision. Check whether each need has corresponding provision that can actually be understood and delivered.

Whole-plan scan

Section	What to check	Issue / amendment needed
A	Views, interests and aspirations are recognisable and current.	
B	All special educational needs are identified clearly.	
C	Health needs related to SEND are captured.	
D	Social-care needs related to SEND are captured.	
E	Outcomes are meaningful and linked to needs / provision.	
F	Special educational provision is sufficiently clear and detailed.	
G	Health provision is clear where required.	
H	Relevant social-care provision is included.	
I	Placement is handled correctly for draft / final stage.	
J	Personal budget arrangements are recorded where applicable.	
K	Advice / reports used in assessment are listed.	



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Map each identified need to the provision intended to meet it.

Needs-to-provision map

Section B need	Section F provision	Who?	How often / how much?	Gap / ambiguity?



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Check whether important provision is described clearly enough to understand and deliver.

Specificity check

What?

What intervention, support or teaching is actually provided?

Who?

Who delivers or supervises it and what skill level is required?

How much / how often?

Duration, quantity, group size, staffing ratio and frequency where relevant.

Where?

Setting or context if that matters to delivery.

Review?

How progress and effectiveness will be reviewed.

Vague wording?

Mark phrases such as "access to", "regular" or "as required" where essential provision is left uncertain.

Wording I want clarified

Current wording / phrase	Where it appears	Why it is unclear	What needs to be clearer



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Check whether outcomes connect to the needs and provision in the plan.

Outcome check

Outcome	Need(s) it relates to	Provision that supports it	How progress can be recognised	Review point



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Compare the plan with the professional advice and record anything missing, altered or unclear.

Does the plan reflect the advice?

Report / advice	Key need identified	Provision recommended	Where reflected in plan?	Missing / changed?



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Turn the review into a clear schedule of comments rather than a general objection to the whole plan.

Draft-plan comments schedule

Section / page	Current wording	Problem / question	Evidence	Requested wording / change

Highest-priority changes

Questions still unanswered
