

EHCP provision tracking and follow up workbook

An editable working record for families in England

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Turn a concern about missing support into a clear, dated record and a practical request. This workbook focuses on provision already specified in a final EHC plan. It is not an EHC needs assessment application, an appeal form or a legal opinion. Work through only the sheets that help your situation.

Start with the decision you need

Your situation	First use of this workbook
You are unsure whether support happened	Ask for confirmation and record what remains unknown.
The setting confirms specified support was missed	Record the exact gap and request a delivery plan.
Support happens but does not meet the child's needs	Record the experience and ask about review of the plan.
A refusal or appealable decision has arrived	Record the letter date and seek deadline advice promptly.

Work through the record

1. Establish the final plan baseline. 2. Record delivery and uncertainty. 3. Keep a small evidence index. 4. Send a specific request. 5. Prepare for discussion. 6. Review agreed actions and actual delivery. The same sheets can be reused for later weeks.

Keep the young person involved in a way they choose. Support can include a trusted adult, written answers, pictures or extra time. For a young person beyond compulsory school age, check who holds the relevant SEND rights and their wishes; parental involvement is not a substitute for their own voice.

The local authority's duty to secure specified special educational provision is set out in section 42 of the Children and Families Act 2014, subject to its exceptions. Use the official sources on the final page when checking the position in your case.