

EHCP provision check

Free checklist and recording sheet

Version 1.0 | Guidance checked 11 October 2026 | England

Use this three-page check to compare one part of the latest final education, health and care plan with what is happening now. It is for parents, carers and young people in England. Start with one clear gap; you do not need a large evidence bundle to raise a concern.

What the law says

Where a local authority maintains an EHC plan, section 42 of the Children and Families Act 2014 generally requires it to secure the specified special educational provision. The Act includes an exception where suitable alternative arrangements have been made. This sheet records facts; it does not decide whether that exception or a breach applies.

A short first check

- Find the latest final plan and write down its date. Keep draft wording separate.
- Copy the relevant Section F wording accurately, including any stated frequency, duration, staffing or specialist input.
- Record what you know was delivered. Mark information you have not checked as unknown.
- Ask the setting to clarify missing records or unclear delivery. Contact the local authority about missing specified provision.
- Record the child or young person's view in their own words or preferred communication. Do not ask them to prove a legal point.

Check	Your record
Final plan date and provision reference	
Expected support this week	
What is known and how it is known	
Question for the setting or local authority	
Action requested and person contacted	

Record one provision concern

Fictional example: a plan says two 20-minute individual communication sessions per week. The parent has confirmation of one session in the week beginning 5 October. They have no information about the second. The accurate starting record is one confirmed session and one unconfirmed session, not a proven total failure.

Prompt	Write facts and identify uncertainties
Provision quoted from the final plan	
Date or period checked	
Support confirmed as delivered	
Support missed or not yet confirmed	
Source of information and date	
Impact observed and the child's view	
Explanation offered by the setting	
Request made and next follow up date	

A message you can adapt

Please confirm how the provision at [Section F reference] is being delivered. The final plan dated [date] specifies [exact wording]. My current information is [facts and source]; [point] remains unconfirmed. Please clarify delivery for [period], explain any gap and tell me who will arrange the specified support and when. I would welcome a written response by [reasonable date].

Your suggested response date is not automatically a statutory deadline. Do not wait for a reply if the situation needs urgent safeguarding, health or specialist legal help.

Choose the next useful step

Keep the record manageable

Keep original emails and reports in a secure folder. Give each item a short reference such as E01. Distinguish your observation from another person's account. A gap in records is a question to investigate; it is not always proof that support was absent. Avoid unnecessary medical history or information about other children.

Missing delivery, disagreement with the content of a plan, an assessment refusal and a school complaint are different problems. Ask your local SEND information, advice and support service about the appropriate route. Seek timely specialist advice if there is a decision letter, appeal deadline, prolonged lack of education or urgent risk. A complaint does not automatically stop an appeal deadline.

Free check or full workbook

This free sheet covers one concern and a first request. The paid EHCP Provision Tracking and Follow Up Workbook adds reusable delivery logs, an evidence index, uncertainty checks, meeting preparation, request drafts and a follow up review. You can use this free resource without buying anything.

Official sources and review

The sources below were checked on 11 October 2026. Reopen them before relying on a requirement: this download is a dated working tool, not a live update service. Looking Glass Care is independent and is not endorsed by the organisations linked below.

Children and Families Act 2014 section 42

<https://www.legislation.gov.uk/ukpga/2014/6/section/42/data.html>

SEND Code of Practice 0 to 25 years

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Use and support

Use and adapt this resource within your own family or purchasing organisation. You may share completed records securely with the people supporting the case. Do not resell or publicly redistribute blank paid templates. Free resources may be shared intact with attribution. Copyright Looking Glass Care 2026.

For help choosing or adapting a resource, email info@lookingglasscare.co.uk or visit <https://www.lookingglasscare.co.uk/booking-calendar/free-30-minute-consultation>. A consultation is optional. It does not replace urgent statutory, clinical or safeguarding routes.