

Evidence checklist required by school/college to support EHC Plan

***Very important you supply the documentation in red.**

Application	
	All About
	Application signed by parent or by young person if over 16 with accompanying permissions
	Application signed by School
Reports, Information and Assessments	
	SEN support and outcomes plans
	Individual provision tracker*
	Individual timetable*
	Attendance record*
	Exclusions record*
	Copy of LDA
	Medical report/diagnosis letter*
	CAMHS/CAHBS report
	Therapy report: SLT
	Therapy report: OT
	Therapy report: Physio
	EYSENIT/School/Setting Report*
	SENSS report
	Educational Psychology Report
	PSP or Behaviour Support Plan
	Current risk assessment*
	Personal Education Plan for a LAC
	Information from Children's Social Care
	CAF/TAC
	If LAC Medical Report & Health Action Plan
	If LAC PEP
	Other

Note: Schools need to submit individual files e.g. PDF or Word document (Word preferably) for each document. Please do not to put all evidence in one PDF. Only evidence from the last 18 months should be submitted, unless it's vital to the application.

Official - Sensitive