**Check list for EHCP application**

Before you apply for an EHCP use this helpful checklist to ensure you have all the evidence you need to be successful.

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| **Evidence**  | **Checked**  |
| **The correct EHCP application form** Please check the local offer to be sure you have the most up to date application paperwork  |  |
| The form is **signed** by parents and referrer.  |  |
| **3 reviewed My Support Plans/ SEND plans** Plans must include SMART Targets for the child. They must have been reviewed and changed if the child is not making progress. |  |
| **Copies of all reports** written by outside agencies about the child I.e. SALT OT Physio and Early teams or SISS team  |  |
| **A recent observation** report from the Early Years Team or SISS team if they are involved  |  |
| Any **Medical** information you have about the child Include copies of diagnosis they have or have been referred for. |  |
| The child’s **current and past levels of development** Please make sure these are clear and done in a way to show small step progress  |  |