

## 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.

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