



## **Contents of documents required to accompany EHCP request**

### Section A – Evidence of a Personalised Approach

1. 1 Page profile – photo, positives, what's important to pupil and their parents, how best to support their needs
2. Attendance certificate
3. TAC minutes (including pupil's and their parents' views)
4. Any other meeting minutes

### Section B – Evidence of Special Education Needs

1. Summary page of academic progress
2. EYFS Profile, KS1/2/3 results by term
3. Annotated IEPs for at least the last two terms
4. Analysis of social, mental and emotional health interventions over time
5. Employment life
6. Vocational study
7. Adaptions that have needed to be put in place
8. View of the pupil and their parents
9. Annotated work examples
10. Long term implications for education and employment

### Section C – Evidence of Action Already Taken using Co-ordinated Approach

1. 1 Page summary of coordinated approach (cross reference to TAC minutes)
2. List of strategies/interventions put in place
3. Reports – use handwritten annotations next to recommendations to evidence that they've been put in place
4. Evidence that interventions have been planned, put in place and reviewed over at least two terms (some local authorities may require more)
5. Any community support
6. Evidence of the involvement of the pupil and their parents

### Section D - Provision

1. Summary of graduated response (timeline) – this details the interventions and visits from the previous section, in addition to when different interventions were put in place in school/college/setting
2. Details of the programmes put in place
3. Costed individual provision map
4. Details of any external or home provision