



EHCP Checklist & Section J Guide

Step-by-Step Support for Parents

- EHCP Section-by-Section Checklist
- Understanding Section J: Personal Budget Explained
- Practical Guidance to Secure the Right Support

Parrot Power SEN – EHCP Checklist (Parent Version)

Use this checklist to review your child's EHCP and ensure all essential elements are covered clearly and accurately.

Section A – All About Me

- Does it include your child's voice, likes, dislikes, and aspirations?
- Is the parent/carer view included in detail?
- Does it reflect emotional and sensory needs in everyday life?

Section B – Special Educational Needs

- Are all needs listed clearly under headings (e.g. communication, learning, SEMH, sensory)?
- Are the needs described with enough detail to support provision?
- Are they linked to professional evidence (e.g. EP, SaLT, OT reports)?

Section C – Health Needs

- Are medical needs described if they impact learning or wellbeing?
- Are diagnoses listed (e.g. ASD, allergies, sensory needs)?

Section D – Social Care Needs

- Are there any social care needs related to independence, safety, or access to the community?
- Is it clear if there is or isn't a social care plan?

Section E – Outcomes

- Are outcomes specific, measurable, and realistic?
- Are they clearly linked to needs in Section B?
- Are there outcomes for both education and preparing for adulthood?

Section F – Educational Provision

- Is provision specific, quantified (how much, how often, by whom)?
- Does it match every need in Section B?
- Does it include tools, staffing, therapies, or interventions clearly?

Section G – Health Provision

- Is provision for medical/healthcare needs clearly listed?
- Are professionals responsible named where possible?

Section H – Social Care Provision

- Are any social care services included, or clearly marked as 'none'?
- Is it clear who provides them and how often?

Section I – Placement

- Is the school or setting named clearly?

- Does it match the needs described in Section B and provision in Section F?

Section J – Personal Budget

- Is there a clear explanation if a personal budget is requested or not?
- Are the agreed amounts or intended use explained?

Section K – Reports and Evidence

- Are all relevant reports listed (EP, SaLT, OT, medical)?
- Do they match the needs and provision written in the plan?

Understanding Section J – Personal Budget Explained

What is Section J?

Section J of an EHCP sets out the details of a personal budget, but only if one is requested or agreed. A personal budget is money allocated to secure specific provision written in Section F of the plan. It gives families more choice and control over how support is delivered.

To be lawful and effective, Section J must clearly link to:

- Section B – the child’s special educational needs
- Section E – outcomes that the provision is designed to achieve
- Section F – the provision itself (it must be written clearly first!)

Examples of what a personal budget can fund:

- A one-to-one neurodivergent coach outside of school
- Weekly life skills, travel training, or social development sessions
- Therapeutic or sensory support not available from school
- Community activities that build routine, confidence, or independence

When will it be approved?

- The provision must be clearly written in Section F
- The local authority must agree that the school can’t reasonably deliver it
- You must show that the funding will meet your child’s needs

The stronger the links between B (needs), E (outcomes), F (provision) and J (budget) — the higher the chance of success.

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