



Barnsley SENDIASS

Understanding the EHCP Working Document

A simple guide for parents appealing the contents of an EHCP

What is it?

The Working Document is a copy of the EHCP that you and the Local Authority (LA) can edit during the appeal. It shows what changes are suggested, what is agreed and what is still not agreed.

Six simple steps

1. Ask for a Word version

Ask the LA Tribunal Officer to send the Working Document in Microsoft Word format.

2. Ask for support if you need it

Tell the Tribunal Officer early if you need reasonable adjustments, such as larger text, a coloured background, extra time or help to read documents.

3. Gather your evidence

Collect reports from professionals involved with your child. This may include an Educational Psychologist, Speech and Language Therapist, Occupational Therapist, doctor, school or college.

4. Find what needs changing

Highlight information that is missing, incorrect or unclear.

5. Add your suggested wording

Put your suggested changes in bold. Next to each change, add the report name, date and page number.

6. Save and send the next version

Keep a copy, use the next version number and send it to the LA. Check the returned version carefully.

Example: Section B: needs

CURRENT WORDING

Sam has some difficulties with communication.

WHAT THE EVIDENCE SAYS

Sam has significant expressive language difficulties and struggles to understand and follow two-step instructions independently.

Source: Speech and Language Therapy Report, June 2026, page 4

SUGGESTED WORDING

Sam has significant expressive language difficulties and struggles to understand and follow two-step instructions independently.

Source: Speech and Language Therapy Report, June 2026, page 4

Example: Section F: provision

CURRENT WORDING

Sam will have access to speech and language support.

WHAT THE EVIDENCE SAYS

Sam requires direct Speech and Language Therapy for 30 minutes each week, alongside a programme delivered by school staff.

Source: Speech and Language Therapy Report, June 2026, page 7

SUGGESTED WORDING

Sam will receive a direct Speech and Language Therapy session for 30 minutes each week, delivered by a qualified Speech and Language Therapist. School staff will also deliver a speech and language programme for 15 minutes, three times each week.

Source: Speech and Language Therapy Report, June 2026, page 7

Why this is clearer

It says what support Sam will receive, who will provide it, how often it will happen and how long it will last.

Understanding the formatting

Bold text usually shows a parent's suggested wording.

Italic text usually shows new wording added by the LA.

Underlined text usually shows wording both sides agree with.

Check the latest directions

The Tribunal's directions, or the key at the start of your Working Document, may set out the exact formatting and deadlines for your appeal. Follow those instructions if they are different.

Quick parent checklist

Before you start

- ☐ I have asked for the Working Document in Word format.
- ☐ I have asked for any reasonable adjustments I need.
- ☐ I have gathered the relevant professional reports.
- ☐ I have read the reports and highlighted important evidence.

Check Section B: needs

- ☐ The wording clearly describes my child's needs.
- ☐ Each suggested change is supported by evidence.
- ☐ I have added the report name, date and page number.
- ☐ My suggested wording is shown in bold.

Check Section F: provision

- ☐ It says exactly what support must be provided.
- ☐ It says who will provide the support.
- ☐ It says how often and for how long support will be provided.
- ☐ The support links to a need in Section B.
- ☐ I have added the report name, date and page number.

Before sending it back

- ☐ I have checked my changes.
- ☐ I have saved the document with the correct version number.
- ☐ I have kept a copy for my records.
- ☐ I have sent the latest version to the LA.

A useful final question

If a new teacher read this EHCP tomorrow, would they understand exactly what my child needs and what support must be provided?

This leaflet gives general information and is not legal advice.

Contact us:

- Follow us on Facebook at BarnsleySENDIASS
- Call us on 01226 787234
- Email us at sendiass@barnsley.gov.uk