

EHCP Evidence Pack

Prepared for Local Authority submission

Pupil name	Sophie Chen
Date of birth	14 September 2012
Year group	Year 9
UPN	A123456789012
Admission number	STM-2198
School	St Martin's School
SENDCo	Mrs J. Cooper
EHCP status	Finalised — issued 20 September 2024
EHCP band	Band 3 — £6,000 top-up funding
LA SEN officer	Ms Patel, SEN Case Officer
Date generated	14 March 2026
Generated by	My School View (automated)

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1. Attendance Summary

Attendance data pulled automatically from the school's MIS via Wonde integration. Sophie's attendance is consistently above average, with no persistent absence concerns.

Current attendance (YTD)	98.5%
30-day attendance	98.5%
Cohort average	94.2%
Cohort band	Above average
Trend	Stable (+0.2%)
Sessions present	118 / 120
Authorised absences	2 (medical appointments)
Unauthorised absences	0
Persistent absence?	No
Late marks (this term)	0

Attendance commentary: Sophie's attendance is excellent and has been consistently above the school average throughout her time at St Martin's. The two authorised absences this year were for occupational therapy appointments. No attendance concerns to flag for the EHCP review.

2. Behaviour Summary

Behaviour data aggregated from the school's MIS. Sophie presents no behavioural concerns.

Positive behaviour points (30 days)	22
Negative behaviour points (30 days)	0
Behaviour incidents (30 days)	0
Behaviour incidents (90 days)	0
Trend	Stable
Severity rating	None
Fixed-term exclusions (YTD)	0
Internal exclusions (YTD)	0

Behaviour commentary: Sophie is a model pupil in terms of behaviour. She is consistently recognised with positive behaviour points, particularly in Science where she is highly engaged. Staff report that her confidence in contributing to class has improved significantly since the EHCP was put in place and TA support began.

3. Graduated Approach (Assess–Plan–Do–Review)

The graduated approach shows a history of APDR cycles, demonstrating the school's systematic response to Sophie's needs over time. This evidence supports the current EHCP provision and any future amendments.

Current cycle: Cycle 6 — DO phase

Area of need: Cognition & Learning

Target: Access curriculum independently using assistive technology

Start date: 10 January 2026 | **Review due:** 10 April 2026

Phase	Detail
Assess	Previous cycles established need for reader/scribe. Now trialling text-to-speech software as a route to greater independence.
Plan	Chromebook with Read&Write; Gold deployed. Adapted worksheets for core subjects. Pre-teaching key vocabulary in English, Maths, and Science.
Do	Chromebook deployed and in daily use. TA supporting 15 hours per week across timetable. Pre-teaching happening consistently in English, Maths, Science.
Review	Due April 2026. Early indicators positive — Sophie using Read&Write; Gold with increasing confidence.

Previous cycles summary:

Cycle	Phase	Area	Target	Outcome
5	Completed	Cognition & Learning	Use scribe effectively across all subjects	Achieved — scribe support embedded
4	Completed	Cognition & Learning	Develop use of voice-to-text for extended writing	Partially achieved — effective in English, inconsistent elsewhere
3	Completed	Physical & Sensory	Improve handwriting endurance to 10 mins	Partially achieved — 6-7 mins sustained
2	Completed	Cognition & Learning	Access reading material at age-related level with support	Achieved — reader support established
1	Completed	SEMH	Build confidence to ask for help in class	Achieved — now asks for help independently

4. Intervention History & Costs

All interventions logged in My School View, including type, provider, frequency, cost, and measured impact. This data supports evidence of reasonable expenditure and the school's commitment to meeting Sophie's needs.

Intervention	Type	Provider	Frequency	Cost	Status	Impact
TA In-Class Support	1:1	Mrs Dalton (TA)	15 hrs/week	£225/week	Ongoing	Significant — accessing curriculum at age-related expectations
Assistive Tech Programme	1:1	Mrs Cooper (SENDCo)	Weekly	£0 (staff time)	Ongoing	Early stages — gaining confidence with Read&Write; Gold
Occupational Therapy	1:1	OT (external, NHS)	Half-termly	£95/session	Ongoing	Fine motor improved. Handwriting still below expected.
Reading Recovery (Y7)	1:1	Mrs Adams (TA)	3x weekly	£0 (staff time)	Completed	Reading age increased by 14 months over 6 months
Handwriting Programme	1:1	OT (external)	Weekly (10 wks)	£95/session	Completed	Letter formation improved. Endurance still limited.

Annual cost summary (current academic year):

TA support (15 hrs/week x 38 weeks)	£8,550
Occupational therapy (6 sessions)	£570
Assistive technology (Chromebook + licence)	£380 (one-off)
Total annual cost	£9,500
EHCP top-up funding (Band 3)	£6,000
School contribution above top-up	£3,500

5. Professional Involvement

External professionals involved in Sophie's care, logged with contact dates and outcomes. This provides the LA with a clear picture of multi-agency engagement.

Professional	Name	Organisation	Last contact	Next contact	Notes
Occupational Therapist	Mrs Jennings	NHS Trust	05/02/2026	20/04/2026	Half-termly reviews. Fine motor programme ongoing.
Educational Psychologist	Dr Osei	LA EP Service	15/10/2025	15/10/2026	Annual review. Recommended maintaining provision.
LA SEN Officer	Ms Patel	Local Authority	20/10/2025	15/10/2026	EHCP annual review paperwork submitted.

6. Medical Needs

Medical information relevant to Sophie's educational provision.

Condition	Hypermobility (Ehlers-Danlos Syndrome suspected, under investigation)
Impact on learning	Joint pain and fatigue affect handwriting endurance and PE participation. Requires supportive seating.
Accommodations	Joint support cushion, movement breaks, adapted PE programme, scribe for extended writing
Medication	None currently
Healthcare plan	Yes — reviewed September 2025
Last updated	10 September 2025 — School Nurse

7. Safeguarding

Safeguarding data is restricted by role-based permissions. This section confirms whether a safeguarding record exists. Full details are accessible only to the Designated Safeguarding Lead and are not included in this evidence pack.

Active safeguarding record?	No
Open case?	No
Historical concerns?	None recorded

Note: If a safeguarding concern exists, the DSL will be contacted separately by the LA as part of the EHCP process. My School View does not export safeguarding case details.

8. EHCP Outcomes & Progress

Progress against each EHCP outcome, rated using RAG (Red/Amber/Green) status. This section is central to the annual review and any amendment request.

Area: Cognition & Learning

Amber

Outcome: Sophie will read age-appropriate texts independently using assistive technology

Progress notes: Using Read&Write; Gold with increasing confidence. Not yet fully independent — requires prompting to activate the tool. On track for end-of-year target.

Area: Cognition & Learning

Green

Outcome: Sophie will produce written work at age-related expectations with appropriate support

Progress notes: With scribe or voice-to-text, Sophie produces work at the expected standard. Quality and length of written output have improved significantly since September.

Area: Physical & Sensory

Amber

Outcome: Sophie will develop fine motor skills to write legibly for 10 minutes

Progress notes: Currently sustains 6-7 minutes of legible handwriting. OT programme ongoing. Progress is slow but steady — handwriting legibility has improved.

Area: Social, Emotional & Mental Health

Green

Outcome: Sophie will develop confidence to contribute in class without TA prompting

Progress notes: Sophie now volunteers answers 3-4 times per lesson, a significant improvement from the baseline of 0-1. Staff report she is increasingly confident, particularly in Science.

Overall progress summary: Sophie is making good progress against 2 of 4 EHCP outcomes (Green) and steady progress against the remaining 2 (Amber). No outcomes are rated Red. The current provision is appropriate and should be maintained. The school recommends continuing the current EHCP with no amendments at this time.

9. Pupil & Parent Voice (Section A)

Captured within My School View as part of the ongoing EHCP review process. These views form Section A of the EHCP and are central to the person-centred approach.

Pupil voice — Sophie Chen

Recorded: 8 March 2026

What I like about school

"I like using my Chromebook because I can listen to the words. My favourite subject is Science because we do experiments. I like Mrs Dalton because she helps me but doesn't do it for me."

What I find difficult

"Reading is hard when there are lots of words on the page. Writing makes my hand hurt after a while. Sometimes I feel embarrassed when I need help and other people don't."

What I want to get better at

"I want to be able to read my own books without help. I want to write faster so I can finish my work at the same time as everyone else."

What helps me learn

"When the teacher tells me what we're doing before the lesson. My Chromebook. Having extra time. Mrs Dalton explaining things in a different way."

What I want when I'm older

"I want to be a vet. I know I need to do well in Science. I want to go to college."

Parent/carer voice — Mr & Mrs Chen

Recorded: 10 March 2026

How your child is doing

"Sophie has come on leaps and bounds since the EHCP was put in place. The TA support has been essential — she's so much more confident now. Her reading at home has improved and she's started choosing to read for pleasure."

What works well

"The TA support is fantastic. Mrs Dalton really understands Sophie. The Chromebook has been a game-changer — she can do her homework without us having to scribe for her. The occupational therapy has helped with her handwriting."

What concerns you

"We worry about what happens in Year 10 if funding changes. The transition to GCSEs will be a big step. We want to make sure the support stays in place. We'd also like to see more independence with the assistive technology."

What you'd like to see

"Continued TA support at the current level. More training on the assistive technology so Sophie can use it completely independently. We'd like the school to start thinking about GCSE access arrangements now rather than waiting until Year 10."

End of Evidence Pack

This EHCP Evidence Pack was generated automatically by **My School View** from data aggregated across the school's MIS and My School View's native SEND tools. All data is accurate as of the generation date. No manual data entry was required to produce this document.

Prepared by	Mrs J. Cooper, SENDCo
Approved by	Pending — requires SENDCo sign-off
Date generated	14 March 2026
System	My School View v1.1
Data sources	MIS (via Wonde), My School View SEND module

My School View — One pupil view. Every system. Complete EHCP evidence.