

# Provision gap report — template

Use when EHCP provision in Section F is not being delivered as written. Attach logs, emails, and dated examples. Send Dossier — [senddossier.co.uk](http://senddossier.co.uk) — general information, not legal advice.

## Pupil details

Name: \_\_\_\_\_

DOB: \_\_\_\_\_

School / setting: \_\_\_\_\_

EHCP date: \_\_\_\_\_

Reporting period: \_\_\_\_\_

## Provision lines vs delivery

1. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

2. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

3. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

4. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

5. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

6. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

7. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

8. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

9. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_

10. EHCP wording (quote): \_\_\_\_\_

Promised: \_\_\_\_\_ Delivered (evidence): \_\_\_\_\_ Gap: \_\_\_\_\_



## Covering letter — template

[Date]

[Addressee]

Dear [Name],

Re: Delivery of provision — EHCP for [child]

Please find attached a schedule comparing Section F of [child]'s EHCP with support received between [dates].

I would be grateful for:

- Written confirmation of how each provision line is delivered in practice.
- A remedy plan where gaps are identified, with dates.

Please respond by [date].

Yours sincerely,

[Your name]