



# CHILD DLA TOOLKIT

[purpldiscounts.com](https://purpldiscounts.com)

## A foreword from Georgina, founder of Purpl

As someone living with multiple sclerosis (MS) and ADHD, I know how difficult it can be to explain the impact of a disability or health condition to someone who doesn't experience it.

So much of the additional support we need can become part of everyday life. We adapt, find ways around challenges and often stop noticing just how much extra effort is involved.

For parents and carers, I imagine it can be even harder. You're simply doing what your child needs, whether that's helping them get dressed, supporting them through difficult moments, keeping them safe or getting up repeatedly during the night.

But when it comes to applying for **Disability Living Allowance (DLA)**, those everyday details really matter.

We created this toolkit to help you recognise and record the additional care and supervision your child needs, so you have real examples to refer to when completing your application.

You don't need to exaggerate anything or make every day sound difficult. It's about showing what life is actually like, including the things you do automatically that someone else might not realise are necessary.

I hope this makes the application process feel a little less overwhelming and helps you feel more confident explaining your child's needs.

Georgina Colman  
**Founder of Purpl**

## About Purpl

Purpl was created to help reduce the extra cost of disability.

We know that living with a disability or long-term health condition can bring additional expenses, from specialist equipment and healthcare to higher household bills and everyday essentials.

And those costs often affect the whole family.

That's why Purpl isn't just for disabled people. Parents and carers can join too.

We're a disabled-led UK organisation bringing together exclusive discounts, practical money-saving advice and a supportive community.

## What can you find on Purpl?

### **Discounts on everyday spending**

Save with offers across groceries, household bills, clothing, health and wellbeing, days out, travel and more.

### **Helpful guides and practical advice**

Our free articles cover disability benefits, financial support, accessibility, money-saving opportunities and navigating everyday life with a disability.

### **A community that understands**

Connect with people who share experiences, exchange advice and understand the challenges that can come with disability and caring responsibilities.

### **The Purpl Community Grant Fund**

Our grant fund provides practical support to eligible members who need help with disability-related costs, subject to the fund's application criteria and availability.

### **Parents and carers are welcome**

You don't need to receive PIP or have a Blue Badge to join Purpl. We accept a range of eligibility documents, and parents and carers can also qualify.

Discover how Purpl could help your family save:

<https://www.purpldiscounts.com>

## How to use your Child DLA toolkit

We've created this toolkit to help you gather evidence, keep track of your child's needs and feel more confident completing their application.

You don't have to complete everything at once or collect every document listed. Start with what you already know and work through the sections that are relevant to your child.

### Five simple steps

#### 1. Understand what evidence might help

Use the evidence checklists to identify useful information from healthcare professionals, schools, nurseries and people who regularly care for your child.

#### 2. Request any additional evidence

We've included ready-to-use letter templates for schools, nurseries and healthcare professionals. You can copy and adapt these to request relevant reports or supporting statements.

#### 3. Keep a seven-day care diary

Record the additional help your child needs throughout the day and night, including supervision, prompting, physical assistance and mobility difficulties. Include better and more difficult days. You can also continue the diary for longer if seven days doesn't give a representative picture.

#### 4. Summarise your child's needs

Use the weekly summary to identify patterns, the support needed most often and examples that help explain how your child's needs differ from those of another child the same age.

#### 5. Prepare your application

Use your diary, evidence and final checklist when completing the official DLA claim form. Keep copies of anything you submit.

### A few things to remember

- Focus on what help your child needs, why they need it and how often.
- Include support you provide to prevent accidents or difficulties, not just incidents that actually happen.
- Explain what makes your child's care needs different from those of another child their age.
- You don't need to exaggerate difficulties or make every day sound the same.
- A diagnosis alone doesn't explain the full impact of your child's needs, and you don't necessarily need a confirmed diagnosis to apply.

**Purpl Tip:** Much of the additional care you provide may feel completely normal to you. The diary can help you recognise and explain the support that has become part of your family's everyday routine.

## Your toolkit contents

Use this guide to find the sections you need. You can work through the toolkit in order or go straight to the pages most relevant to your child.

| Section                            | Pages | What you'll find                                                           |
|------------------------------------|-------|----------------------------------------------------------------------------|
| Evidence checklists                | 6-10  | Medical, educational, daily care, mobility and supporting evidence.        |
| Supporting letter templates        | 11-12 | Letters you can adapt for schools, nurseries and healthcare professionals. |
| Using your evidence                | 13    | How to explain additional care and prepare your application.               |
| Child and diary details            | 14    | Record your child's details and usual support needs.                       |
| How to describe your child's needs | 15    | Practical examples of turning short statements into useful evidence.       |
| Completed diary example            | 16    | See how a parent might fill in the daily diary.                            |
| Seven-day care diary               | 17-23 | Record care, supervision, mobility and night-time support.                 |
| Weekly summary                     | 24    | Bring together the main difficulties and patterns.                         |
| Final evidence checklist           | 25    | Tick off the supporting information you've gathered.                       |
| Final application checklist        | 26    | Check your evidence before submitting.                                     |
| Useful links and further support   | 27    | Official information and helpful Purpl articles.                           |

Print the pages you need, complete them digitally where possible or make additional copies of the diary.

You don't have to use every page.

The aim is to help you build a clear, accurate picture of your child's additional needs, not create more paperwork than necessary.

## Medical and professional evidence

You don't need every document on this list. The aim is to gather information that helps explain your child's needs clearly. A few detailed pieces of evidence showing the support your child requires can be more useful than a large collection of medical letters that only confirm a diagnosis.

Gather any relevant information from professionals who understand your child's condition and support needs.

### Evidence checklist:

- ☐ GP or paediatrician letters
- ☐ Autism, ADHD or other diagnostic assessment reports
- ☐ Occupational therapy (OT) assessments
- ☐ Speech and language therapy (SALT) reports
- ☐ Physiotherapy assessments or treatment plans
- ☐ Child and Adolescent Mental Health Services (CAMHS) reports
- ☐ Audiology or ophthalmology reports
- ☐ Hospital discharge summaries or consultant letters
- ☐ Current medication or repeat prescription information
- ☐ Reports about specialist equipment, aids or adaptations
- ☐ Referral letters or evidence of ongoing assessments

### What makes this evidence useful?

Look for information explaining how your child's condition affects everyday activities.

For example, a report confirming autism may provide useful background, but a report explaining that your child needs constant supervision because they have limited awareness of danger gives a clearer picture of their care needs.

**Purpl Tip:** If your child is waiting for an assessment or diagnosis, don't assume you have to wait before applying. Evidence of their existing difficulties and support needs can still be relevant.

## School, nursery and educational evidence

Schools and nurseries can provide valuable information about the additional support your child needs outside the home.

### Evidence checklist:

- ☐ Education, Health and Care Plan (EHCP), if applicable
- ☐ SEN Support Plan or Individual Education Plan (IEP)
- ☐ Individual Development Plan (IDP), if applicable in Wales
- ☐ Statement of Special Educational Needs, if applicable in Northern Ireland
- ☐ SENCO or ALNCo supporting statement
- ☐ Teacher or teaching assistant observations
- ☐ School risk assessments
- ☐ Behaviour or incident records
- ☐ Personal care or medical support plans
- ☐ Records of additional supervision or one-to-one support
- ☐ School attendance information where relevant to your child's condition

### Ask the school to explain:

- Whether your child needs more supervision than other children their age.
- What additional help they receive with personal care, eating or communication.
- How staff support them during transitions, playtimes and school trips.
- Whether they need help managing sensory overload, anxiety or emotional distress.
- Any safety concerns, including leaving supervised areas or difficulty recognising danger.

**Purpl Tip:** A child who manages well at school may still have significant difficulties at home. Explain any differences between settings, including exhaustion, distress or increased support needs after school.

## Daily care and supervision evidence

This is often one of the most useful parts of a Child DLA application.

Keep a diary showing what you actually do for your child and how their needs compare with those of another child of the same age.

### Evidence checklist:

- ☐ Washing, bathing and personal hygiene
- ☐ Getting dressed and undressed
- ☐ Toileting and continence support
- ☐ Eating, drinking and mealtime supervision
- ☐ Communication support
- ☐ Help managing distress, anxiety or sensory difficulties
- ☐ Supervision to prevent accidents or injury
- ☐ Support with daily routines and transitions
- ☐ Bedtime difficulties and settling
- ☐ Night-time waking and care
- ☐ Assistance with specialist equipment

### For each activity, try to explain:

1. What help does your child need? Describe the physical assistance, prompting, encouragement or supervision you provide.
2. Why is that help necessary? Explain what happens, or could reasonably happen, without it.
3. How often is help needed? Every day, several times a day, occasionally or during periods when symptoms worsen?
4. How long does it take? Record the time spent helping or supervising your child.
5. How does this compare with another child their age? Focus on the additional support your child needs.

**Purpl Tip:** Don't overlook the support you provide to prevent problems. If your child remains safe because you're constantly supervising them, that supervision is still important to record.

## Mobility and safety evidence

Child DLA also considers mobility difficulties, although the qualifying rules depend on your child's age and circumstances.

The lower-rate mobility component is generally available from age five, while the higher-rate component can be awarded from age three if the relevant criteria are met.

### Evidence checklist:

- ☐ Difficulty walking or moving around
- ☐ Pain, fatigue or physical discomfort when walking
- ☐ Falls, poor balance or coordination difficulties
- ☐ Use of mobility aids or specialist equipment
- ☐ Difficulty navigating unfamiliar places
- ☐ Additional guidance or supervision outdoors
- ☐ Limited awareness of traffic or other dangers
- ☐ Becoming overwhelmed or distressed when travelling
- ☐ Difficulty following directions or understanding safety instructions
- ☐ Records of relevant incidents or accidents

### Useful information to record:

- How far your child can usually walk before experiencing difficulties.
- Whether walking causes pain, severe discomfort or exhaustion.
- How long journeys take compared with other children.
- Whether your child needs someone to guide or supervise them outdoors.
- What happens when they encounter unexpected situations.

**Purpl Tip:** Be specific about your child's difficulties. For example, rather than simply writing "struggles with walking", explain how far they can walk, what happens afterwards and what assistance they need.

## Statements from people who know your child

Evidence doesn't have to come exclusively from medical professionals.

Someone who regularly cares for your child may be able to describe their needs in a way that supports your application.

People who could provide a statement include:

- ☐ Grandparents or other relatives
- ☐ Childminders
- ☐ Respite carers
- ☐ Support workers
- ☐ After-school club staff
- ☐ Sports or activity leaders
- ☐ Other people who regularly supervise or care for your child

Ask them to describe specific situations they've witnessed rather than simply confirming that your child has additional needs.

## School or nursery letter template

Your child's school or nursery may be able to provide useful information about the additional support they need.

**You can copy and adapt this letter when requesting supporting evidence.**

**Subject:** Supporting evidence request for Child DLA application – [Child's name]

Dear [Teacher/SENCO/ALNCo name],

I'm currently preparing a Disability Living Allowance (DLA) application for my child, [Child's name], and would be grateful if you could provide a short supporting statement about the additional help and supervision they need at school.

The application considers how much extra care or support a child needs compared with other children of the same age.

It would be particularly helpful if you could explain, where relevant:

- Any additional help with personal care, eating, communication or everyday activities.
- Support provided in the classroom, including prompting, reassurance or one-to-one assistance.
- Difficulties with sensory processing, anxiety, emotional regulation or transitions.
- Additional supervision needed during playtimes, school trips or other activities.
- Any mobility difficulties or safety concerns.
- How often support is needed and whether it differs from what other children of the same age usually require.

If you have any existing documents that may be useful, such as an EHCP, SEN Support Plan, IDP, care plan or risk assessment, I would also appreciate copies where available.

Please don't feel you need to prepare a lengthy report. A short statement with practical examples of the support provided would be extremely helpful.

Thank you for your time and for the support you provide to [Child's name].

Kind regards,

[Your name]

[Contact details]

**Purpl tip:** A school statement doesn't need to describe exactly the same difficulties you see at home. If your child manages at school but needs significant additional support afterwards, explain this separately in your application.

## Healthcare professional letter template

Medical evidence can help explain your child's condition and how it affects their everyday life. **Before requesting a new letter, check whether existing medical reports already contain useful information.**

**Subject:** Request for supporting information – Child DLA application for [Child's name]

Dear [Name],

I'm currently preparing a Disability Living Allowance (DLA) application for my child, [Child's name], and am gathering relevant information about their health conditions and additional care needs.

I understand that DLA considers how a child's disability or health condition affects their everyday life, rather than relying solely on a diagnosis.

I would be grateful if you could provide copies of any relevant existing reports or a brief clinical summary, where possible, covering:

- Diagnosed conditions, current symptoms and any ongoing assessments or referrals.
- How their condition affects daily activities, communication, personal care or mobility.
- Any relevant difficulties with sleep, sensory processing, emotional regulation or fatigue.
- Treatment, medication, therapy or specialist equipment currently required.
- Any additional supervision, safety concerns or support needs you are aware of.

I appreciate that some of this information may already be available in existing medical records, so copies of relevant clinic letters or assessments would also be helpful.

Thank you for your assistance.

Kind regards,  
[Your name]  
[Contact details]

### Before requesting a letter

Some GP practices charge for letters written specifically for benefit applications. You may already have useful evidence in hospital letters, assessment reports, therapy notes or other medical documents.

You don't need to delay your application indefinitely while waiting for a new report. Check the claim instructions and seek advice if you're unsure.

## Using your Child DLA evidence

Once you've completed your diary and gathered relevant documents, the next step is to use that information to help explain your child's needs on the official application form.

### What counts as additional care or supervision?

Child DLA considers the additional help your child needs compared with another child of the same age without a disability.

For example, most young children need help getting dressed. However, if your child needs significantly more prompting, physical assistance or supervision because of their disability or health condition, that additional support is worth explaining.

When recording time spent caring for your child, try to distinguish between ordinary age-appropriate care and additional disability-related support.

You can include physical assistance, prompting, reassurance, guidance and necessary supervision where relevant.

### How to use your completed diary

Look through your seven days of notes and identify:

- The difficulties that happen most frequently.
- How much additional help your child usually needs.
- Examples of situations where supervision is necessary for safety.
- Any significant differences between easier and more difficult days.
- Additional care needed during the night.

Use these examples when answering the relevant questions on the DLA form.

Your diary can also be included as supporting evidence if you think it helps explain your child's needs.

### Before submitting your application

Check that:

- You've described your child's actual needs, rather than only listing diagnoses.
- Your examples explain what support is provided and why.
- You've included relevant night-time care and mobility difficulties.
- You've explained how often difficulties occur.
- Your diary and supporting documents accurately reflect the information in your application.
- You've kept copies of your completed form and evidence.
- You've checked the official submission instructions and relevant deadlines.

**Remember:** The Purpl Child DLA evidence toolkit is not an official DLA claim form and doesn't replace the application.

## Child and diary details

Complete this page before starting your evidence diary.

|                               |  |
|-------------------------------|--|
| Child's Name                  |  |
| Date of birth                 |  |
| Parent / carer name           |  |
| Conditions / additional needs |  |
| Diary dates (from-to)         |  |

### How to use this form

Record what actually happened, including better and more difficult days. Explain what help was needed, why, how often and for how long. Compare support with what a child of the same age would usually need. Make copies of the daily diary page for each day you want to record.

What additional care or supervision does your child usually need?

|  |
|--|
|  |
|--|

## How to describe your child's needs clearly

One of the biggest challenges with a DLA application is explaining care needs in enough detail. Try to avoid short statements that don't explain what support is required.

### Example 1: Getting dressed

Instead of: "My child struggles to get dressed."

Explain:

"My child needs repeated verbal prompting and physical assistance to get dressed each morning. They find certain clothing textures distressing and cannot complete the routine independently. Getting dressed usually takes around 45 minutes and requires an adult to remain with them throughout."

### Example 2: Safety outdoors

Instead of: "My child has no road awareness."

Explain:

"My child does not reliably recognise traffic dangers and needs continuous adult supervision when outdoors. They have previously attempted to cross roads without checking for vehicles. I need to remain close enough to intervene immediately to keep them safe."

### Example 3: Night-time care

Instead of: "My child doesn't sleep well."

Explain:

"My child wakes approximately three times a night and needs an adult to help them settle. They become distressed and may leave their bedroom without supervision. Each waking usually requires around 20 minutes of reassurance and support."

### Example 4: Physical mobility

Instead of: "My child gets tired when walking."

Explain:

"My child experiences pain and significant fatigue when walking. After approximately 50 metres, they often need to stop and rest. Longer journeys require additional assistance, and they may be unable to continue walking without significant discomfort."

**Purpl Advice:** These examples show the difference between describing a difficulty and explaining the practical impact. Only use descriptions that accurately reflect your child's experiences.

This is a fictional example. Only record what actually happens for your child.

|       |            |              |        |
|-------|------------|--------------|--------|
| Date: | 19/10/2026 | Day of week: | Monday |
|-------|------------|--------------|--------|

How was today? ☐ Better day ☐ Typical day ☒ More difficult day

**Morning care:** washing, dressing, breakfast, medicines, prompting or physical help

My child became distressed by their school uniform. I helped them change twice, provided reassurance and repeatedly prompted them to get dressed. They also needed help brushing their teeth and encouragement to eat breakfast. Time take 45 minutes

**Daytime care and supervision:** Meals, communication, school, distress, personal care and safety

After school, my child was overwhelmed and unable to explain what was wrong. I stayed with them in a quiet room, helped them calm down and encouraged them to eat. Time take 60 minutes

**Mobility and getting around:** Walking, pain, fatigue, outdoor guidance, journeys and risks

During our walk to school, my child tried to step into the road without checking for traffic. I stayed beside them, held their hand and provided continuous supervision near roads. Time take 15 minutes

**Evening and overnight:** bathing, bedtime, waking, resettling and overnight supervision

My child needed 15 minutes of extra reassurance at bedtime. They woke twice during the night, became distressed and needed help settling back to sleep. Time take 55 minutes

Extra support time today (estimate): 2 hours 55 mins

**What happened without help, or what risk did your support prevent?**

My child could have stepped into traffic without close supervision. At night, they may wander around the house when distressed and need help staying safe.

**Anything unusual today, or how did today compare with other days?**

Today was harder than usual due to sensory distress before school. Road supervision is needed daily, but dressing difficulties and night-time waking vary.

Record what happened, the help needed and how long it took.

|              |  |                     |  |
|--------------|--|---------------------|--|
| <b>Date:</b> |  | <b>Day of week:</b> |  |
|--------------|--|---------------------|--|

**How was today?** ☐ Better day ☐ Typical day ☐ More difficult day

**Morning care:** washing, dressing, breakfast, medicines, prompting or physical help

**Daytime care and supervision:** Meals, communication, school, distress, personal care and safety

**Mobility and getting around:** Walking, pain, fatigue, outdoor guidance, journeys and risks

**Evening and overnight:** bathing, bedtime, waking, resettling and overnight supervision

**Extra support time today (estimate):**

**What happened without help, or what risk did your support prevent?**

**Anything unusual today, or how did today compare with other days?**

Record what happened, the help needed and how long it took.

|              |  |                     |  |
|--------------|--|---------------------|--|
| <b>Date:</b> |  | <b>Day of week:</b> |  |
|--------------|--|---------------------|--|

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**Mobility and getting around:** Walking, pain, fatigue, outdoor guidance, journeys and risks

**Evening and overnight:** bathing, bedtime, waking, resettling and overnight supervision

**Extra support time today (estimate):**

**What happened without help, or what risk did your support prevent?**

**Anything unusual today, or how did today compare with other days?**

Record what happened, the help needed and how long it took.

|              |  |                     |  |
|--------------|--|---------------------|--|
| <b>Date:</b> |  | <b>Day of week:</b> |  |
|--------------|--|---------------------|--|

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**Mobility and getting around:** Walking, pain, fatigue, outdoor guidance, journeys and risks

**Evening and overnight:** bathing, bedtime, waking, resettling and overnight supervision

**Extra support time today (estimate):**

**What happened without help, or what risk did your support prevent?**

**Anything unusual today, or how did today compare with other days?**

Record what happened, the help needed and how long it took.

|              |  |                     |  |
|--------------|--|---------------------|--|
| <b>Date:</b> |  | <b>Day of week:</b> |  |
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**What happened without help, or what risk did your support prevent?**

**Anything unusual today, or how did today compare with other days?**

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|              |  |                     |  |
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**What happened without help, or what risk did your support prevent?**

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**Anything unusual today, or how did today compare with other days?**

Record what happened, the help needed and how long it took.

|              |  |                     |  |
|--------------|--|---------------------|--|
| <b>Date:</b> |  | <b>Day of week:</b> |  |
|--------------|--|---------------------|--|

**How was today?** ☐ Better day ☐ Typical day ☐ More difficult day

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**Evening and overnight:** bathing, bedtime, waking, resettling and overnight supervision

**Extra support time today (estimate):**

**What happened without help, or what risk did your support prevent?**

**Anything unusual today, or how did today compare with other days?**

# Your child’s weekly summary

|                                                       |  |
|-------------------------------------------------------|--|
| Number of days additional care was needed:            |  |
| Number of nights additional care was needed:          |  |
| Typical additional care or supervision time each day: |  |

Main difficulties experienced:

Examples of situations where additional supervision was necessary:

How your child’s needs varied throughout the week:

You can use this information when completing the DLA claim form or preparing additional supporting evidence.

## Final evidence checklist

Tick what you have. You do not need every item.

### Medical and professional

- ☐ GP, paediatrician or specialist letters
- ☐ Assessment reports / referral letters
- ☐ Therapy reports and treatment plans
- ☐ Medication or equipment information

### Education and support

- ☐ EHCP / SEN plan / IDP or equivalent
- ☐ Teacher / SENCO / ALNCo statement
- ☐ School care plan or risk assessment
- ☐ Relevant incident or attendance records

### Home and community

- ☐ Care and night-time diary
- ☐ Mobility or safety examples
- ☐ Statements from other carers
- ☐ Copies of relevant supporting documents

### Evidence still to request / notes

## Final checklist before submitting your DLA application

Before sending your application, check that you've included enough information to explain your child's needs.

- ☐ I've completed the relevant sections of the DLA claim form.
- ☐ I've explained the additional care my child needs compared with other children their age.
- ☐ I've included real examples of their everyday difficulties.
- ☐ I've described any additional supervision needed to keep them safe.
- ☐ I've included information about night-time care, where applicable.
- ☐ I've explained how often support is needed and how needs vary.
- ☐ I've gathered relevant medical or professional evidence.
- ☐ I've included school or nursery evidence where available.
- ☐ I've included my care diary or a summary of the most relevant examples.
- ☐ I've checked that my supporting evidence is consistent with the information on the form.
- ☐ I've kept copies of my completed application and supporting documents.
- ☐ I've checked the submission instructions and any relevant deadlines.

**Purpl Tip:** You do not need to delay your application indefinitely while waiting for every possible supporting document. Check the instructions for your claim and seek advice if you're unsure what to send.

## Before submitting your application

For official information, visit:

England and Wales: <https://www.gov.uk/disability-living-allowance-children>

Northern Ireland: <https://www.nidirect.gov.uk/articles/disability-living-allowance-children>

Scotland: <https://www.mygov.scot/child-disability-payment>

### Other useful articles from Purpl

- [DLA for disabled children in the UK](#): Understand who qualifies for Child DLA, the care and mobility components, and how to apply.
- [What financial help can carers claim in the UK?](#) Explore Carer's Allowance, Universal Credit, grants and other financial support available to families.
- [DLA to PIP at age 16: A parent's guide](#): Find out what happens when your child approaches 16 and how to prepare for the transition.
- [Free carer entry in the UK: How to get companion tickets](#): Discover how free companion tickets work, what evidence attractions may accept and how to save on family days out.

### A final reminder

You know your child better than anyone, but it can be difficult to put the additional care you provide into words.

You don't need to exaggerate their difficulties or make every day sound the same. The aim is to give an honest, detailed picture of the support they need.

The things you do automatically, from helping with everyday routines to keeping your child safe, may be important to explain.

Created by Purpl to help families navigate disability support and reduce the extra cost of disability.