

MINIGUIDE: ANNUAL REVIEWS

An Annual Review is a review of a child or young person's Education Health and Care (EHC) plan.

All EHC plans must be reviewed **every 12 months** to check the child or young person's progress and to ensure the EHC plan's continuing relevance.

Although it is the Local Authorities (LA's) responsibility to ensure the review is carried out, the Annual Review meeting is arranged by the child or young person's head teacher and will be held at the school. Everyone involved with the child or young person (parents, teachers, therapists, teaching assistants, etc) should be invited to the Annual Review meeting in addition to a representative from the LA. The view of the child or young person should always be sought and they may be invited to attend the meeting, alongside their parent if it is deemed appropriate.

WHAT IS THE PURPOSE OF AN ANNUAL REVIEW?

The purpose of an Annual review is to:

- Assess the child or young person's progress over the year in terms of the targets set at the previous Annual Review.
- Consider the continuing suitability of the EHC plan in light of the child or young person's performance during the previous year,
- To highlight any additional SEN which may have become apparent within that time and therefore consider whether or not the EHC plan needs to be amended or ceased.
- Set new targets for the next 12 months.
- To assess whether the support or placement has been successful in meeting their needs and review any special provision.
- To record any changes in the child or young person's circumstances.



All reviews taking place from **year 9 and onwards** must include a focus on preparing for adulthood, including employment, independent living and participation in society. This transition planning must be built into the EHC plan and where relevant should include effective planning for young people moving from children's to adult care and health services. In the Year 9 review the initial plan is drawn up.

WHAT HAPPENS BEFORE THE ANNUAL REVIEW MEETING?

The LA will write to all head teachers at the start of every term, notifying them of all of the names of the children in their school who require annual reviews that term.

The head teacher must invite the parents, the child or young person's teacher and a representative of the LA to the meeting. They can also invite a representative from the local health authority, a representative from social services, the Educational Psychologist (EP) and anyone else that the head teacher feels will be able to be helpful to the review.

Before the meeting the head teacher will ask for written reports from the parents, the child or young person's teacher and any other professionals who know and work with the child or young person. All those invited to the meeting should be sent a copy of all the views that have been received at least **two weeks** before the meeting.

It is possible that not all of those invited to the meeting will be able to attend on the date set but the date **must be suitable for at least one parent or guardian.**

The head teacher can also invite further comments from those who are unable to attend the meeting.

WHAT HAPPENS DURING THE ANNUAL REVIEW MEETING?

The meeting will usually take place at the child or young person's school and will consider the views of the parents, the child or young person, the school and other professionals involved with regards to the child or young person's progress. The level to which the objectives or outcomes in the EHC plan and the ones set at the previous Annual Review have been met will also be considered.

National Curriculum requirements and targets for the coming year will be discussed as well as noting any further action that may be required after the meeting and who will be responsible for it. For EHC plans, a review of any existing Personal Budgets will also be carried out.

Finally, there will be a discussion as to whether or not the child or young person's Statement/EHC plan needs amending or ceasing.

WHAT HAPPENS AFTER THE ANNUAL REVIEW MEETING?

The school should write up a formal report of the meeting, stating whether any changes are needed to the EHC plan. They should send this to the LA with all of the other reports no later than **10 school days** after the meeting.

The LA must then review the EHC plan and Notify Parents within **4 weeks** whether they intend to:

- **Leave the EHC as it is**
- **Amend the EHC**
- **Cease the EHC plan (If they think that it is no longer necessary for it to be in place)**

If the LA does decide to amend the EHC plan, they should do so without delay. If the LA decides to make amendments to the Statement/EHC plan, they should send a Proposed Amended EHC plan to you for your comments before the EHC plan is finalised.

If the EHC plan is changed then the parents have the same rights to appeal to the First-tier Tribunal as when the EHC plan was originally put in place.

IMPORTANT THINGS

- Ensure that you read through the documents sent prior to the Annual Review.
- If you cannot attend you can request that the Annual Review is moved.
- **Go Prepared**-If there are issues that you wish to discuss make a list so that you remember all of the points you want to say.
- Where possible take a friend/ relative with you to an annual review meeting for support and to act as a second pair of eyes and ears. It can sometimes be difficult to remember all of the information discussed and they could always take minutes of the main points for you.
- Please make sure you request a copy of the schools report, following the meeting, **before** it is sent to the LA. This is to make sure that the report truly reflects your child and their needs and that all of the points discussed in the meeting are included.
- You have the right to request an early review if you believe that your child/young person's education, health or social care needs have changed and are no longer accurately described in the EHC plan; or that the education, health or social care provision in the EHC plan is no longer meeting your child/ young person's needs.
- On receiving an amended EHC plan following a review, don't forget to respond with any comments within 15 days.

