Tower Hamlets Annual Review Process

Annual Reviews must only be sent to [SEN.Annualreviews@towerhamlets.gov.uk](mailto:SEN.Annualreviews@towerhamlets.gov.uk)

For PfA, the caseworker must also be copied, where appropriate.

The first review of the EHC plan must be held within 12 months of the EHC plan being finalised. Subsequent reviews must be held within 12 months of the previous review. An annual review meeting must take place to discuss the EHC plan, and if there any changes or amendment.

General Principles

* At the beginning of each half-term the **Annual Review Co-ordinator** will write to the school indicating the name and year group of the child or young person who has an upcoming annual review, the **PfA caseworker** will also be copied into this reminder if appropriate**.** The date proposed by the school should be returned to the LBTH within one week.
* Overleaf is a quick guide to what to do Before, During and After the Annual Review Process.
* Schools will inform parents, professionals involved and SEN Team at least 2 weeks before the Annual Review and circulate all annual review documents and the EHC plan.

Within 14 days after the Annual Review meeting the template will be circulated to all those who in attendance. Schools **must** send this to [SEN.Annualreviews@towerhamlets.gov.uk](mailto:SEN.Annualreviews@towerhamlets.gov.uk).

* Within 4 weeks of receiving the completed annual review, partners will be informed if the plan is to be amended or not, maintained or ceased. Subsequent amendments will be completed within a further 4 weeks.

Specific Types of Annual Review:

* For Annual Reviews Outwith Phase Transfer:
  + This process will be a light touch AR reflecting on the progress of the child or young person. Please note, that here progress is not just limited to academic progress, but achievement towards the EHCP targets. An exemplar proforma of this process is attached. This review should be conducted and returned to [SEN.Annualreviews@towerhamlets.gov.uk](mailto:SEN.Annualreviews@towerhamlets.gov.uk) team no later than two weeks following the date of the annual review.
* For Annual Reviews at the end of key stages, phase transfer discussions, Preparing for Adulthood, or where and Early Annual Review is requested:
  + This process will be a deeper look at the progress of the child or young person towards their EHCP targets.
  + There should be LBTH attendance at these Annual Review discussions.
  + For Phase Transfer, the presence of:
    - an appropriate annual review
    - a clear, readable plan that is available for consultation
    - outcomes to the next relevant key stage.
  + When all of the above is present, the Phase-Transfer co-ordinator will begin consultations.
  + AR prior to phase transfer should be *before* the phase transfer process is scheduled to begin. LBTH will inform schools of the expected deadlines.
* For Early Annual Reviews, or reviews that involve a change of placement:
  + Schools should inform SEND managers at LBTH before the proposed date of the AR is set.
  + School should provide a report/statement why the Early Annual Review has been called.
  + School should provide SEND Managers with all evidence or additional provision they have carried out to support the child through difficulties within their education, or behaviour
  + LBTH attendance will be determined through discussion with SEND team managers for co-ordination purposes, but would usually be expected for this category of Review.

**Actions required during the full annual review process**

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|  | **Before**  **NB:** all supporting documents must be received by all attending the meeting 2 weeks before the meeting is scheduled | **During** | **After**  **NB:** all paperwork should be completed 2 weeks after the meeting has taken place |
| Admin Team | 1. Check with class teacher and chair whether any additional people may need to be invited – e.g. EP, Claudine Rausch, Susan Murray, Alison Wagner, Genevieve Peuze 2. All invitations to be issued and responses sought. Please allocate 1.5 hours for all meetings where an interpreter is required 3. Collate all reports and distribute to all attendees 2 weeks ahead of the meeting. 4. Ensure rooms are booked | N/A | 1. Chair will notify you that an annual review is complete. 2. Proof read the entire document 3. Convert to PDF 4. Take a “snip” of the action plan section of the AR and include this in the body of the email when sending to parents and all attendees 5. Send to parents 6. Send to all attendees 7. Send to LA |
| Class Teacher | 1. Share details of any additional professionals with admin for invitation as necessary. 2. Evaluate the child’s progress and be ready to share. 3. Select key videos and photos on Earwig Timeline to share 4. Consider the child’s next steps and be ready to share 5. Be aware of any children in YR, Y2, Y5 who will need revisions to their EHCP outcomes. For Y5 children, these should be set for proposed end of Y7. | Contribute | 1. Send the draft write up of the meeting to the Chair within 2 days of the meeting. 2. Make a note of any actions relating to you and carry out. 3. Update all the EHCP framework for the child on Earwig. Ensure all new long term (pink), annual (blue), and short term (beige) targets are dated |
| Therapy Team and other professionals | 1. Respond to admin invitation 2. If unable to attend, please provide a written report for inclusion within the AR 2 weeks before the meeting 3. If unable to attend, let chair know and send teams invite. | Contribute  Agree which therapist will upload final copy of EHCP to EMIS. | 1. Read the draft write up 2. Make changes as necessary; highlight changes to make easy to track. 3. Once complete, send back to chair 4. Make a note of any actions relating to you and carry out. 5. Selected therapist to upload copy of EHCP to EMIS. |
| Chair (SMT) | 1. Read previous AR and be aware of the current context. 2. Share details of any additional professionals with admin for invitation as necessary. | Chair and take notes.  Be aware of any children in YR, Y2, Y5 who will need revisions to their EHCP outcomes. For Y5 children, these should be set for proposed end of Y7. | 1. Proof read the draft write up of the meeting 2. Send to all attendees to check for accuracy 3. Once back from therapists, notify admin. 4. Make a note of any actions relating to you and carry out – this may also be checking that actions have been completed. |