



Changing childhoods.
Changing lives.

Annual Review

Information guide for Education, Health
and Care Plan (EHCP) reviews

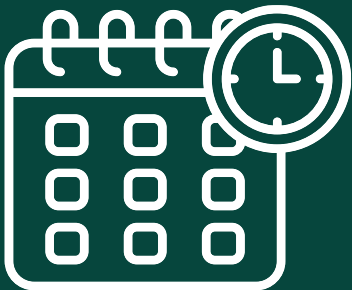


What is an Annual Review?

The Local Authority (LA) are required to review all Education, Health and Care Plans (EHCP) at least annually- which is referred to as the Annual Review. Early Years EHCP's should be reviewed every 3-6 months.



There **always** has to be a review if a child is within 12 months of transferring from nursery-primary school or primary-secondary school. Any amendments should be made by 15th February of the year the child is due to make the transfer.



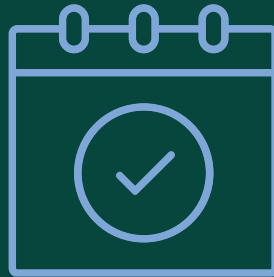
There should also be a review if a child is moving from secondary school to post-16 education/apprenticeship. This should happen by 31st March of the calendar year.

The Annual Review must be completed on or before the anniversary of when the EHCP was first issued/anniversary of the last review. This is laid down in law and in the SEN Code of Practice.

Timeline of Annual Reviews

Step 1

Settings should obtain advice from all relevant professionals, from parents and from the child or young person themselves.



Step 2

The setting should circulate all reports received along with the invitations to attend the arranged Annual Review meeting. This should be done **at least** 2 weeks before the date of the meeting.

Step 3

The Annual Review meeting should take place. The following things should be considered:

- The child/young person's progress towards achieving the outcomes specified in their EHCP
- Whether the outcomes still remain appropriate
- The child or Young Persons aspirations, and whether these have changed
- Targets from the EHCP should be reviewed and new ones set
- Whether any changes need to be made to the provision including whether the placement is still appropriate.



Step 4

Within 2 weeks of the Annual Review meeting, the setting must prepare a report that includes recommendations for amendments to the EHCP; including details where views differ between people. This must be sent to everyone who was invited to the meeting – including the Local Authority.



Step 5

The Local Authority then has 2 weeks (4 weeks from the date of the Annual Review meeting) to decide whether to;

- Leave the plan unchanged
- Amend the plan
- Cease the plan and then to notify parents of the decision.



Step 6

LA must send the final amended EHC plan within a maximum of 12 weeks of the annual review meeting.

Things to consider...

Find out the time and location of the meeting and ensure this is suitable for you. Allow travel time so you do not feel rushed.



An Annual Review meeting could take up to 1½ hours (maybe longer). Ensure you have childcare for your other children or ensure you have set enough time aside from work.

Take notes of what you want to say so you do not miss anything and feel that you should have said it.

Have a pen and paper in the meeting with you.



Take a photograph of the child/young person into the meeting to ensure the meeting remains person centred.

Decide (if you are a parent) if you would like your child to be present? If not you could ask your child to do a one page profile.

The View, Wishes and Feelings of a Parent/Carer

Some useful things to make a note of before the EHCP Review



What's working well?

You could include examples of what makes a good day within your child's educational setting.

The support from staff that is helping to make a difference. Any routines used at home to get into setting in a morning.



What's not working well?

You could include examples of the trickiest parts of the day and why these are difficult, any gaps in the provision of support or services.



Important TO my child now and in the future

'Important to' is where your child views the activity/support as valuable because they enjoy doing it e.g swimming. Your child's interests, what they enjoy to do.



Important FOR my child now and in the future

'Important for' is where your child needs the activity/support to remain healthy and reach their full potential. E.g medicine being given at the correct time, speech and language support

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Has anything changed?

Have a look at your child's education, health and care plan. In each section think about what has changed.



Hopes and aspirations


This is where you look forward to next steps in meeting their full potential? What do you hope they'll be able to do achieve?

The View, Wishes and Feelings of the child/young person

Some useful things to make a note of before the EHCP Review



What makes
me happy?



What makes
me sad?



My dreams for
the future are



What makes
me worried?



Things i need
help with

What happens next?

Within 2 weeks (4 weeks from the date of the Annual Review meeting) the Local Authority must write to parents/carers with their decision following the Annual Review. Local Authorities must send the parent or young person the final amended EHCP within a maximum of 12 weeks of the annual review meeting.

If the LA decides **not** to amend the plan or to cease the plan, they must inform the parent/young person of the following:

- Their right of appeal to the tribunal and the time limits for this to take place
- The requirement for them to consider mediation if they decide to appeal
- Their right to receive information, advice and support

If parents decide to appeal to the tribunal the EHCP must be maintained until the hearing has taken place and they have given their decision.

What happens next?

If the LA decides to amend the EHCP they should make the amendments as soon as possible.

The LA must:

- Send to the parent/young person a copy of the unchanged version of the EHCP along with a notice outlining the proposed amendments.
- Include the supporting evidence for the proposed changes. This may include additional reports and notes from the meeting.
- Give the parent/young person at least 15 calendar days to respond with their views. This could include naming a school. They should also be informed of their right to meet with the LA to discuss the proposed changes.

If the plan is to be amended the LA must send the parent or young person, the final amended EHC plan within a maximum of 12 weeks of the annual review meeting and provide them with the following:

- Their right of appeal to the tribunal and the time limits for this to take place
- The requirement for them to consider mediation if they decide to appeal
- Their right to receive information, advice and support

If the amended EHCP is issued it should clearly state it is an amended version and be dated. It should be clear which parts have been amended. It should have attached to it the additional reports and the minutes from the review meeting that have informed the decision. It should still clearly state the date the original EHCP was issued as this will still be the date that determines when the next annual review is to be completed by.

What if an annual review is not arranged for my child when it is due?

If you have not been invited to an annual review and have no knowledge of one being arranged you should firstly contact your child's setting. It is a good idea doing this in writing.

What if an annual review is held without me?

The Annual Review process must enable full involvement of the parent, child or young person and consider their views wishes and feelings especially when making decisions. The best way to do this is to have them present at a meeting. If you were not invited or if the annual review meeting was held without you, you can write a formal complaint to the setting to address this.

Does the Local Authority have to attend?

Unfortunately, whilst an LA officer must be invited to attend an annual review meeting, there is no obligation on them to attend (although IPSEA would be interested in seeing any documents about an LA policy not to attend such meetings). That doesn't mean you can't ask again for them to attend and explain why you feel their attendance is important. However, there are duties on the school and the LA which have to be carried out as part of the annual review process and the meeting is just one part of that process.