

Pre 14 SEND Team Coffee Morning

Theme: Annual Reviews

6th December 2019



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Aims of the Session

- Meet the SEND team
- Find out more about the annual review process of Education, Health and Care plan (EHC plan)
- Meet other parents/carers and network
- Ask general questions around processes, in particular annual reviews





<https://councilfordisabledchildren.org.uk/independent-support/resources/annual-review-process-guidance-and-training>

SEND Code of Practice 2014 (9.166 onwards)

[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

The local authority:

- Must review an Education, Health and Care plan as a minimum every 12 months, every 6 months for under 5
- Can require schools to convene and hold the meeting on their behalf

What to expect before the meeting

- The school must invite the local authority, parents/carers, your child and any other professionals (for example, speech and language therapist, occupational therapist, educational psychologist and physiotherapist, etc) currently working with your child/the young person.
- Everyone invited (including parents and carers) are asked for any advice and information to be given to school. The school should send it to everyone **at least two weeks** before the meeting.
- We suggest invitations at least 5 weeks before the date

The Annual Review Meeting

- Attendance from some professionals
- Attendance by the local authority is not always possible. The SEND Team prioritise attendance: change of placement/concerns for the child/young person and Phase transfer e.g. infant to junior, primary to secondary

Ways of conducting the meeting:

- Tea party
- PowerPoint presentation
- Video
- Signs of safety: what is going well, what is not going well and what needs to change

In the meeting

- The end of Key Stage outcomes in the EHC plan should be reviewed
- Review the provision ensuring access to teaching and learning
- Appropriateness of the plan and whether any changes needed e.g. change to outcomes, enhanced provision, reduced provision etc
- The targets from the past 12 months should be reviewed and new ones set for the next 12 months.
- Your views on the progress your child has made over the past year: in meeting or report (views, wishes and feelings)
- Centre on your child/the young person and their views if appropriate
- Review any health and social care provision and its effectiveness in good progress towards outcomes.

Additional discussions

- Phase transfer: Nursery, Year 1 and Year 5
- **15 February year of transfer**
- End of Key Stage outcomes
- Discussion/guidance on placement
- Suggesting amendments to the EHC plan

- Change of placement

Following the Annual Review Meeting

- The school must send a report of the annual review meeting (usually AR1) within **two weeks** of the meeting. Parents/carers should see and sign a copy before it is sent to everyone invited to the meeting.
- The local authority will review all the documentation and make a decision to maintain, amend or cease the EHC plan. (4 weeks from the date of the meeting).
- If amending the plan the local authority must issue the amended EHC plan 'as quickly as possible'.

Amending EHC plans

- Lack of progress
- The vast majority of Year 5 last year were amended and updated
- June/July 19
- Nursery, Year 1 and 5
- Triage process

Any questions?



Feedback: today's session

- What else can we offer?
- What could we do differently?

Please scan a code or complete a paper copy

Feedback: Annual Review Process

- Have you had your annual review end of last year or this year? Is the process completed you received a no amends letter of the Final amended EHC plan?

Scan a code or click on link

<https://surveys.achievingforchildren.org.uk/s/ARparentalfeedback/>