**1a. Education, Health & Care Plan (EHC)**

**Guidance for Professionals**

***This guidance is to help professionals involved in the Annual Review process work together to ensure that meetings and associated paperwork are managed effectively.***

***This document has been produced by the Royal Borough of Windsor and Maidenhead’s Children and Young People Disability Service (CYPDS). Please call 01628 685878 if you have any queries about completing this paperwork or email CYPDS@achievingforchildren.org.uk***

***Further information about the Annual Review requirements is available in the Special Educational Needs and Disability Code of Practice*** [***Special educational needs and disability code of practice: 0 to 25 years***](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)***.***

***You can also find further information in the EHC Plan section of the Royal Borough’s Local Offer website.***

1. **The Annual Review**

This is a formal review of the progress made by the child/young person towards the outcomes specified in the EHCP plan. The review must also consider whether these outcomes and supporting targets remain appropriate.

The SENCo of the educational setting is responsible for organising the Annual Review. The family and all professionals involved **must** be given at least 2 weeks’ notice, the date can be moved if it is not convenient. It is good practice to give notice of upcoming reviews at the beginning of each term to all professionals in order to provide them with sufficient time to prepare their reports. The SENCo is responsible for circulating the reports as part of the paperwork prior to the Annual Review meeting.

Prior to the Annual Review meeting, the child or young person, the family, the educational setting and involved professionals will be asked by the SENCo to submit a report describing progress against outcomes and any changes in needs, provision or outcomes that they think necessary. The family and young person may choose to do this in a non-written format. These reports should be reviewed at the meeting and any significant changes needed to the EHC Plan documented. The review meeting itself should be focussed around the child or young person.

1. **Frequency of Annual Reviews**

For every child or young person with an EHC Plan a review of the plan must take place at least every 12 months (every 6 months for a child under 5). For young people from Year 9 and above, the Annual Review should focus on the ‘Preparing for Adulthood’ categories for needs, provision and outcomes.

The timing of the Annual Review meeting will be different for each child/young person and can be at any time in the school year. It should be either on the anniversary of the EHCP date or the anniversary of when the last annual review was held.

For children and young people moving to a new phase of education (Phase Transfer), the Annual Review of their EHC Plan should be held in the summer term of their previous school year to ensure adequate time is allocated to prepare for planned changes . Therefore the annual reviews for the following year groups: Year 1 in Infant school, Year 3 and Year 7 in the Windsor School system, Year 5 in Primary and Year 10 in Secondary, Year 12 in Mainstream settings, Year 13 in Specialist settings will be held in the summer term.

This is because:

* For children and young people moving to a new school, the EHCP naming the next education setting must be completed by **15th February** in the year of the transfer.
* For young people moving from secondary school to a post-16 institution or apprenticeship, must be completed by **31st March** in the year of the transfer.

For looked after children, the Annual Review should, if possible and appropriate, coincide with one of the Reviews in their Care Plan and, in particular, the Personal Education Plan (PEP) element of the Care Plan.

1. **Documenting the Annual Review**

During the meeting the SENCo should use the latest version of the Annual Review Meeting Report to record the discussion. Following the completed Annual Review meeting report, along with any reports, should be sent to The SEND Team.

For all reviews for young people in Year 9 and above the Preparing for Adulthood form should also be completed as part of the Annual Review Meeting.

1. **Amendments Following The Annual Review**

Following the meeting, the SEND Team will review the Annual Review paperwork and decide whether the EHC Plan should continue to be maintained (the majority of cases) or whether it needs to be amended. The SEND Team must send the updated version of the plan, the decision to maintain (or cease) the plan within 8 weeks of the review meeting.

Parents/carers/professionals have fifteen days from receiving the proposed amendments to the plan to notify the SEND team of any concerns or to suggest changes.

Please note that the SEND Code of Practice: 0-25 years, states that ‘EHC Plans are not expected to be amended on a very frequent basis’ (Para. 9.193).

Plans will only be amended where there are significant changes, which impact on SEN Needs (Section B), Outcomes (Section E) and Provision (Section F). Changes to these sections must be supported by written evidence from professionals. The main points at which changes will be expected to an EHCP will be in years 5, 9/10 (mainstream), year 12 in mainstream or year 13 in specialist, or years 1 (Infant schools), 3, 7 (if your child is in the Windsor school system). In between these times small changes can be recorded in the Annual Review Report.

1. **Interim Annual Reviews**

Should an educational setting or parents/carers wish to call an Annual Review early, the SENCo should notify the SEND Team by providing 2 weeks’ notice.

Interim Annual Reviews are held when there are significant concerns about changes in the child/young person’s needs as stated in section B of their EHCP.

Interim Annual Reviews may also be held when concerns about a young person’s educational placement are identified. In these circumstances, a representative from the SEND team will attend the meeting.

Evidence of steps taken to avoid placement breakdown and advice sought should be provided in the Annual Review paperwork provided prior to the meeting.

1. **Summary of Annual Review Timeline**

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| **Activity** | |
| Date set for the meeting and checked with parents/young person. Children and Young People Disability Service informed.  Invitations sent out (by the education setting) Advice from all parties is sought (by the education setting). | Recommend 4-6 weeks before meeting  Recommend 4-6 weeks before (and must be at least 2 weeks before ) |
| Reports circulated by the education setting before the Annual Review Meeting. | At least 2 weeks before the meeting date |
| Annual Review Meeting. | Arranged within 12 months of the date of issue of the EHC plan or within 12 months of the previous Review.  Or in the Summer term of the academic year prior to transition |
| Annual Review report submitted by the education setting to the Children and Young People Disability Service and all parties who were invited to the meeting | Within 2 weeks of the meeting date |
| Parents informed about the local authority decision to amend/ not amend/ cease the Plan (this is the amendment notice) | 4 weeks after the date of the review meeting |
| If amendments agreed, amended draft EHC Plan issued | Parents have 15 days to consider and/or request a meeting with the Local Authority |
| Final amendments agreed, final amended EHC Plan issued to family | 8 weeks from the date of the amendment notice |