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

**Guidance for Parents/Carers**

***This document has been produced by the Royal Borough of Windsor and Maidenhead’s Special Educational Needs and Disabilities (SEND) Team. 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**

At least once every 12 months (every 6 months for a child under 5), an Annual Review must take place to look at your child/young person’s progress to achieving the outcomes in their Education, Health and Care (EHC) Plan.

The meeting will usually be chaired by the school/college and will discuss your child’s progress towards achieving the outcomes in their EHC Plan. You and your child will be asked for your views and should feel free to ask any questions about the reports provided or comments made.

Annual Reviews have a person-centred approach, taking into account the views, wishes and feelings of the child/young person and their parents. The purpose of the Annual Review is:

* To see if there have been any changes in your child/young person’s circumstances and needs.
* To check your child/young person’s progress towards the identified outcomes in the EHC Plan and their longer term aspirations.
* To review if the education, health and care provision is effective in ensuring good progress towards outcomes.
* To review interim targets set by the school/college and set new targets for the coming year and, when appropriate, agree new outcomes.
* To agree if the EHC Plan remains appropriate, whether changes are required or if the EHC Plan is no longer needed.

For young people in 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.

1. **Before the Annual Review Meeting**

A minimum of two weeks before the meeting, the school/college will invite you to attend the Annual Review Meeting and will also request information from you, your child and any involved professionals.

You and your child will be asked about what you think is working well, any concerns you may have and your hopes and aspirations for the future.

The school/college will send out copies of all the reports, information and advice about your child’s progress to everyone invited to the meeting beforehand so you have time to consider this advice before the meeting.

1. **Attendance at the Annual Review**

The SENCo of your child’s school/college will usually set the date of the review and chair the Annual Review Meeting. They must invite all the people involved in supporting your child’s education, health and care needs. This should include:

* The child/young person’s parents/carers;
* The child/young person (the child/young person may attend for the entire meeting or just a small section, dependant on their wishes);
* A range of professionals, including: a representative of the school/college (most often the SENCo, who will also chair the meeting) and representatives from the Local Authority, Health services and Social Care, as appropriate;
* A representative from the child/young person’s next school/college, if they are transferring;
* You are also able to invite a friend, relative or impartial person to attend with you for support.

If you would like an impartial person to attend the meeting to help you express your views and participate fully in the meeting, you can also contact the Information, Advice and Support Service (IAS) on 01628 683182 or email [ias@rbwm.gov.uk](mailto:ias@rbwm.gov.uk)

1. **After the Annual Review Meeting**

The education setting will complete a formal record of the Annual Review Meeting, outlining what was discussed and send this to the SEND Team and everyone invited to the Annual Review Meeting within two weeks of the meeting. The report sets out recommendations about any amendments required to the EHC Plan.

Within four weeks of the Annual Review Meeting, the Local Authority will consider the report and decide whether to keep the EHC Plan as it is, amend it, or cease to maintain it. You will be informed of this decision by letter.

If the Local Authority decides not to amend the EHC Plan or to cease it, you/your child have the right to appeal that decision and will be given information about the processes and time limits for doing so.

1. **Amendments Following The Annual Review**

Following receipt of the annual review paperwork, If the Local Authority agrees that the ECHP needs to be amended, the SEND Team must send the updated version of the plan within eight weeks of the review meeting.

Parents/carers have fifteen days from receiving the proposed amendments to the plan to notify SEND 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 when a child is due to transfer phase of education. In between these times small changes can be recorded in the Annual Review Report.

1. **Summary of Annual Review Timeline**

|  |  |
| --- | --- |
| **Activity** | |
| Date set for the meeting and checked with parents/young person. SEND Team 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 |
| 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/maintain/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 |