

## ANNUAL REVIEW CHECKLIST

**The Annual Review process is not just the meeting. The Annual Review does not finish until the Local Authority has produced an updated Plan (with or without changes)**

### Before Meeting

- Invitation sent (at least two weeks before meeting) Date: .....
- Reports received (at least two weeks before meeting) Date: .....

### All those invited to attend

Name	Reports Received	Attending
		Yes / No
		Yes / No
		Yes / No
		Yes / No
		Yes / No

### Annual Review Meeting

Date: ..... Time: .....

Location: .....

### Following Annual Review Meeting

Educational setting to send reports by (maximum of 2 weeks after meeting)

Date: .....

Local Authority Response (Maximum of 4 weeks after meeting)

Date: .....

Decision: EHCP remains same / EHCP to cease / EHCP to be amended

Parents must be given at least 15 days to respond (you can respond as soon as you wish within this time frame)

Date to respond by: ..... Completion date: .....

The LA must issue the amended Plan within 8 weeks of making their decision to update the plan.