

## Annual Review of an EHC plan

The Annual Review is an important aspect of the statutory process and **must** take place as a minimum every 12 months. Local Authorities should consider reviewing an EHC plan for a child under five at least every three to six months to ensure that the provision continues to be appropriate. Reviews **must** focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan.

The purpose of the Annual Review is to:

- Identify the long term aspirations of the child/young person and their family;
- Gather and assess information;
- Review outcomes;
- Review interim targets for the coming year and where appropriate, agree new outcomes;
- Review the special educational provision so that it is effective;
- Review health and social care provision where it relates to the SEN and/or the special educational provision;
- Consider whether or not the Plan needs to be continued;
- Review any personal budget arrangements in place;
- From year 9 every review must include a focus on preparing for adulthood and transition planning;
- Have regard to education and training outcomes for young people over the age of 18.

<b>TIMEFRAME</b>	<b>ANNUAL REVIEW PROCESS</b>	
The term prior to the Review	Updated reports are requested if necessary and a date is agreed for the Annual Review meeting with parents and relevant professionals by the school/educational institution attended by the child/young person.	<i>The 14 week timescale is triggered by the date of the review meeting. Consideration should be given to how parents/children and young people can be supported to make their views known.</i>
2 calendar weeks prior to the Review	Formal meeting invitations (including copies of reports) are sent to the parents/young person and other professionals	<i>Schools must invite the following people:</i> <ul style="list-style-type: none"> <li>• <i>The child/young person's parents or carers;</i></li> <li>• <i>A school representative;</i></li> <li>• <i>A Local Authority SEN Officer;</i></li> <li>• <i>A Health Service representative (if involved);</i></li> <li>• <i>A Local Authority Social</i></li> </ul>

		<p><i>Care representative (if involved);</i></p> <ul style="list-style-type: none"> <li><i>Other individuals involved eg. Youth Offending Teams, Early Intervention Key Worker.</i></li> </ul> <p><i>When agreeing the meeting date with the family, consideration should be given to working patterns or caring responsibilities for other children.</i></p>
1 calendar week prior to the Review	Parents, children's and young people's views are sought, with support where necessary	<p><i>The new legislation places great emphasis on a 'person-centred' approach. Schools must consider the requirement for support for parents and/or alternative ways of making their views known. Some children will want to express their views in different ways and it is important that the child's age and ability is taken into consideration when collecting these.</i></p>
WEEK 1	Annual Review meeting takes place	<p><i>There is a strong emphasis on setting and reviewing outcomes in EHC plans and there needs to be a clear link between the shorter term targets, medium term outcomes and then the long term outcomes. Outcomes are not provision but are a clear description of what a child or young person will be doing at a specific point of time in the future. They may be steps to aspirations but should be clear and;</i></p> <p><i>S specific</i>  <i>M measurable</i>  <i>A achievable</i>  <i>R realistic and relevant</i>  <i>T time limited</i></p>
WEEK 2	The report of the Annual Review meeting is sent to the SEN Caseworker	<p><i>The report <b>must</b> set out recommendations on any amendments required to the EHC plan and should refer to any difference between the school or other institution's recommendations and those of others attending the meeting.</i></p>
WEEKS 3/4	Local Authority SEN Team notifies parent and young	<p><i>Within four weeks of the review meeting, the Local Authority <b>must</b></i></p>

	<p>person of its proposed decision. Parents and carers are asked for their comments within 15 days</p>	<p><i>decide whether it proposes to keep the EHC plan as it is, amend the plan or cease to maintain the plan and notify the child's parents or young person and the school. If the Local Authority decides not to amend the plan or decides to cease to maintain it they <b>must</b> notify the child's parent or the young person of their right to appeal that decision and the time limits for doing so.</i></p>
WEEKS 5/6	<p>SEN Caseworker considers parent and young person comments and makes amendments</p>	<p><i>The child's parent or the young person has the right to request a particular school, college or other institution of the following type to be named in the EHC plan:</i></p> <ul style="list-style-type: none"> <li>• <i>maintained nursery school;</i></li> <li>• <i>maintained school and any form of academy or free school (mainstream or special);</i></li> <li>• <i>non-maintained special school;</i></li> <li>• <i>further education or sixth form college;</i></li> <li>• <i>independent school or independent specialist colleges (where they have been approved for this purpose by the Secretary of State and published in a list available to all parents and young people).</i></li> </ul>
WEEK 14	<p>Parents/ young person are sent the finalised EHC plan.</p>	<p><i>The Local Authority <b>must</b> issue the amended EHC plan as quickly as possible and within 8 weeks of the original amendment notice. If the Local Authority decides not to make the amendments, it <b>must</b> notify the child's parent or the young person, explain why within the same time limit.</i></p> <p><i>The Local Authority <b>must</b> notify the child's parent or young person of their right to appeal and the time limit for doing so.</i></p>

When the EHC plan is amended the new plan should state that it is an amended version of the EHC plan and the date on which it was amended, as well as the date of the original plan.

Where an EHC plan is amended, the following review **must** be held within 12 months of the date of issue of the original EHC plan or previous review (not 12 months from the date the amended EHC plan is issued).