

Special Educational  
Needs & Disabilities  
Information, Advice  
and Guidance Service  
for parents, carers,  
children and young  
people (up to 25 years)



# Annual Review: Making it Work for You

# Annual Reviews

We will answer the following questions:

- Where must reviews take place?
- Who can call an annual review meeting?
- Who must be invited?
- What is the focus of the annual review meeting?
- What happens before and after the annual review?
- How should you prepare for the annual review meeting?



# The Annual Review is ....

- An 8 week process
- At the end of the process the local authority have to make a decision about your child's EHC plan.
- The local authority can decide that the EHC plan:
  - **Should remain unchanged (4 weeks)**
  - **Needs to be amended**
  - **Should be ceased (4 weeks)**
- There is a right of appeal for the first and last option

Local authorities should consider reviewing an EHC plan for a child under five **at least every three to six months** to ensure the provision continues to be appropriate.

**Code of Practice, 9.178**

# Who can call an Annual Review Meeting?

The Local authority **must** review the EHC plan of a child or young person every 12 months\*.

A parent, or school or setting can request an early review of the EHC plan.

Reviews **must** be undertaken **in partnership** with the child and their parent or the young person, and must take account of their views, wishes and feelings including their right to request a Personal Budget.

**Code of Practice, 9.168**

# What happens before the annual review?

- School must request the views of all those invited to the meeting **at least two weeks** before
- Parents/CYP views gathered
- Invitations sent out **at least two weeks** before the meeting
- School **must** circulate copies of all the reports they have received.
- School prepare a report, **within two weeks** of the meeting being held, and distribute to all those invited
- **Within four weeks** of the meeting, the LA must make a decision about the plan:
  - **Should remain unchanged**
  - **Needs to be amended**
  - **Should be ceased**

# Preparing for the Annual Review Meeting

- Read your child or young person's EHC plan
- Make any notes of issues you wish to raise or questions you wish to ask
- Complete any preparation form received from the school e.g. **parent view form**
- Ensure professionals you wish to be at the meeting have been invited and are available to attend
- Find out if the plan co-ordinator will be attending
- Organise for a friend or family member to attend with you
- Contact SENDIAGS in good time if you would like an advisor to support you at the meeting
- Request the school provide an interpreter if it will enable you to fully participate in the meeting



# The annual review meeting must focus on .....

- Progress towards achieving the **outcomes** in the EHC plan
- Any changes that may need to be made to the support and **provision** to help achieve the outcomes
- Whether any changes are needed to the outcomes
- Supporting children, parents and young people to engage and fully participate in the review meeting.

**A person centred approach is crucial to ensuring children, parents and young people are able to share their views, wishes and feelings**





- Welcome and Introductions
- Purpose of meeting
- Pupil views
- Parent Views
- What we like and admire
- What is important to X
- What is working well?
- What is not working well
- School and Practitioner reports
- Review information in EHC Plan
- Discuss progress in relation to outcomes and provision

# What happens after the annual review meeting?

- School must request the views of all those invited to the meeting **at least two weeks** before
- Parents/CYP views gathered
- Invitations sent out **at least two weeks** before the meeting
- School must circulate copies of all the reports they have received.
- School prepare a report, **within two weeks** of the meeting being held, and distribute to all those invited
- **Within four weeks** of the meeting, the LA must make a decision about the plan:
  - **Should remain unchanged**
  - **Needs to be amended**
  - **Should be ceased**

# Should remain unchanged

- Hackney Learning Trust **must** inform parents or the young person within 4 weeks of the date of the annual review meeting
- Parents and the young person **must** be informed of their right to appeal
- EHC plan **must** be maintained throughout the 8 week opportunity for parents to appeal.
- If the appeal is made to the SEND Tribunal the EHC plan **must** be maintained until a decision has been given.

# Needs to be amended

- Hackney Learning Trust should make amendments as soon as possible.
- **Must** send to the parent or young person a copy of the unchanged version of the EHC plan along with a notice of the proposed amendments.
- **Must** include evidence for proposed amendments.
- **Must** give parent or young person 15 calendar days to respond.
- Parents and young person should be informed of their right to meet with the plan co-ordinator to discuss the proposed changes.

# Needs to be amended (continued)

- Hackney Learning Trust will have 8 weeks to issue an amended or unamended\* EHC plan, after informing parent of proposed changes.
- Parents and young people must be informed of their right of appeal to the SEND Tribunal
- If an amended EHC plan is issued it **must** state that it is amended.
- The amended final EHC plan **must** have the original issue date and the amended date.

# Should be ceased

- Hackney Learning Trust **must** inform parents or the young person within 4 weeks of the date of the annual review meeting
- Parents and the young person **must** be informed of their right to appeal
- EHC plan **must** be maintained throughout the 8 week opportunity for parents to appeal.
- If the appeal is made to the SEND Tribunal the EHC plan **must** be maintained until a decision has been given.

# Any Questions?

