

# MY GUIDE TO...

## THE ANNUAL REVIEW OF AN EDUCATION, HEALTH AND CARE PLAN

### Information for parents and carers

Once an EHC plan has been issued it must be reviewed regularly. For children under 5 years old this will happen every 6 months and for children aged over 5 years old the review will be held annually. The local authority must ensure that every EHC plan is reviewed within these timescales and work closely with schools and other educational settings to make sure this happens.

#### **Q1. Who carries out the annual review of an EHC plan?**

Where a child/young person attends a school, or other educational setting, the staff at the setting will arrange and hold the annual review. Where a child/young person is out of school or has an alternative placement the Local Authority will usually arrange for the annual review to take place. If you aren't sure when your child's annual review is due to be held contact the special educational needs co-ordinator at your child's educational setting.

#### **Q2. Who should be invited to attend an annual review of an EHC plan?**

It is good practice to plan annual reviews well in advance to ensure that where possible all key people involved in the child/young person's plan can attend. The list below provides an example of those who must be invited and those who should also be invited by the educational setting to attend the annual review.

The following people must be invited to attend the review;

- The child or young person
- The child or young person's parents or carers
- A school representative (e.g. one or more of the following - a class teacher, learning support assistant, SENco)

The following people should also be invited to attend the review **if they are involved with the child/young person;**

- Health professionals (e.g. nurses, speech therapists, occupational therapist etc.)
- A local authority social care representative
- Other individuals involved in the child/young person's plan e.g. youth offending team workers, early intervention key workers, outreach teachers etc.
- A local authority SEN case officer (if required – see question 5)

If you feel that a particular professional should be invited to your child's review, please contact whoever is coordinating the meeting invites. Those invited to the annual review should be given as much notice of the meeting as possible. Young people may choose to have an advocate or other representative present at the meeting and you may also bring along a friend, adviser, relative or an independent parental supporter if you wish.

It may not be necessary or possible for all of the people involved with your child/young person's to attend. Those who are not able to attend should contact the educational setting to inform them of their non-attendance. If they have advice and updates that they would like to make available to those attending the review they should provide these to the special educational co-ordinator (SENCo) at the educational setting in advance of the meeting. These can then be distributed to those invited to the meeting 2 weeks before the meeting date. If you do not receive the paperwork required for the meeting you should contact the person at the educational setting who is coordinating the review.

### **Q3. How are children and young people involved in the annual review of their EHC plan?**

Children/young people are central to the annual review process and all educational settings should ensure that their views are included as much as possible in the annual review process. It is important that children/young people are able to participate and contribute to the review of their education health and care plan. All participation should be meaningful and will therefore be determined by the child/young person's age and needs. The educational setting should gather your child's views about their progress and the agreed outcomes that they are working towards. The educational setting should support your child to understand what will happen at the annual review and how they can contribute and share their views both before, and where possible, during the review meeting.

### **Q.4 How are parents/carers involved in the annual review of their child's EHC plan?**

The educational setting should agree a date for the annual review as early as possible. You will be sent an invitation to the review along with a form on which you can provide your views about your child/young person's progress over the last year. This form should be returned to the educational setting prior to the annual review meeting.

Your views and your child's views along with reports from other professionals should then be collated and sent to those who have been invited to the meeting. These should be sent 2 weeks before the annual review meeting date. If you have not received the paperwork required for the meeting you should contact the person at the educational setting who is coordinating the review. At the annual review you will have the opportunity to discuss the paperwork you have received and ask any questions that you may have about your child's current progress and the agreed outcomes that they will be working towards.

### **Q5. Will the special educational needs case officer from the Local Authority attend the annual review of an EHC plan?**

If you feel that;

- Your child's needs have changed significantly
- The level or type of support your child requires has changed significantly
- Your child's educational placement needs to be discussed

You should contact the statutory assessment service, giving them as much notice of the meeting as possible. A special educational needs case officer will discuss with you the changes that are being requested and will endeavour to attend the meeting themselves or make arrangements to meet with you before or following the review.

### **Q6. What will happen at the annual review meeting?**

The meeting itself should be a discussion about the your child's progress towards the outcomes in their EHC plan and whether any changes are needed to plan itself. Each educational setting may chair their review differently but generally the meeting agenda will cover the following points.

- Introductions.
- Purpose of the meeting.
- Confirmation of the reports received
- Confirmation of the parental and pupil views.
- Review of progress against the outcomes of the EHC plan.
- Any requested changes to the plan based on professional advice received.
- Planning the school based targets for the next twelve months including any further actions.
- Summary and Recommendations from the Annual Review.

## **Q7. What happens after the EHC plan annual review meeting?**

Within two weeks of the annual review meeting taking place (10 working days, or end of term, whichever is closest), the educational setting must send the completed review report to the local authority statutory assessment service and to everyone who was invited to the meeting. They do not need to send any documents which have previously been circulated, but must include any new documents or reports that were not circulated before the meeting.

Once they have received the completed annual review report the statutory assessment service will review the documentation. They will then write to you within 4 weeks to;

- 1) Inform you that no changes were requested and no amendments will be made to the EHC plan OR
- 2) Inform you of the local authority's decision regarding the requested amendments OR
- 3) Inform you that the EHC plan will be ceased as it is felt that it is no longer necessary for it to be in place.

## **Q8. Where can parents/carers find out more information about annual reviews?**

The SEND code of practice: 0 to 25 years (2014) contains more detailed information about annual reviews. Please follow this link <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

If you have questions about your child's annual review you should, in the first instance, contact the special educational needs co-ordinator (SENco) at the educational setting your child attends.

If you would like to discuss significant changes to needs, provision or placement you can contact:

### **The statutory assessment service**

**Email:** [specialneeds.els@bexley.gov.uk](mailto:specialneeds.els@bexley.gov.uk)

**Telephone:** 0208 303 7777

If you would like information and advice about annual reviews that is independent of the Local Authority you can contact:

### **The Independent, Advice and Support Service (IASS)**

**Email:** [bexleyIASS@bexley.gov.uk](mailto:bexleyIASS@bexley.gov.uk)

**Telephone:** 0203-045-5976

If you would like information and advice about annual reviews from the independent parent carer forum Bexley Voice you can contact:

### **Bexley Voice parent carer forum**

**Website:** [www.bexleyvoice.org.uk](http://www.bexleyvoice.org.uk)