

Education Health Care Plan Annual Reviews – Parents guide

What is an annual review?

The annual review is a legal process designed to check on whether the needs and provision specified in an EHCP are still up-to-date and relevant for your child. A review must take place at least every 12 months, and for children aged up to five years reviews should take place more frequently. Annual reviews can also be called earlier if needed. This is known as an emergency annual review and takes place when there have been any major changes for the child like a significant change in needs, significant change in provision needed or a placement breakdown.

Where will it happen?

The meeting will ideally be held in person in the education setting if this is not possible or appropriate, it can also be held virtually, or it might be held at a North Somerset Council office.

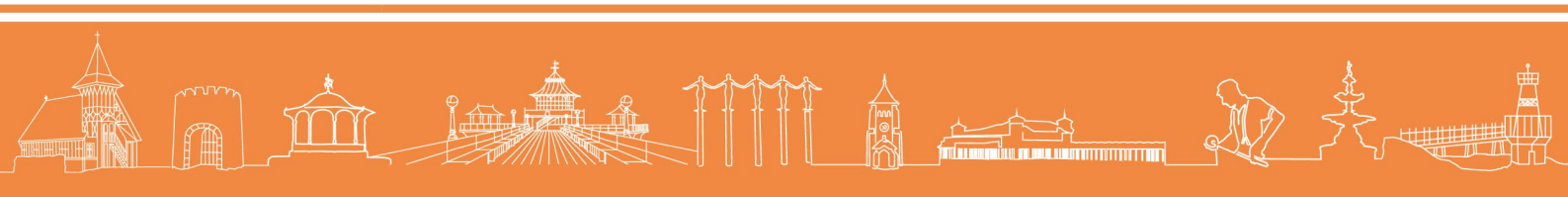
Who should attend?

- You, the parents or carers.
- The SENDCo.
- The child's class teacher and any other key teaching professionals.
- The child or young person, if appropriate.
- Professionals from outside agencies, for example, a Qualified Teacher of children with Vision Impairment, social services, local authority representatives from the Special Educational Needs and Disabilities Information Advice and Support Service (SENDIASS) or Special Educational Needs and Disability Order (SENDO), health professionals and others.
- You may also wish to bring a relative or friend to the meeting to support you.

How can I prepare for the annual review?

Preparing for the meeting is important because the more prepared you are, the more confident you'll feel about expressing your feelings and making a positive contribution to the meeting. You will be asked to share your views ahead of the meeting.

You'll be asked to think about:



- Any progress you think your child has made.
- Any areas of difficulty you think your child is experiencing.
- Your hopes and aspirations for your child's future.

It may also be helpful to write down any questions you have with a space next to each one so that you can note down the answers when they're given at the meeting.

Everyone attending the meeting receives copies of any reports relating to your child two weeks before the meeting. This gives them time to read and consider the contents and to prepare relevant questions for the meeting.

- Make sure you have copies of all the reports and go through them carefully in advance.
- Highlight any points that you're unclear about and that you'd like explained further.
- If you have an additional need yourself, for example English is not your first language or you have a sensory impairment, tell the SENDCo before the meeting so that they can ensure the meeting is fully accessible for you and your family.

What happens at the meeting?

Before the meeting, the organiser will make note of those in attendance and share any apologies that have been received. They will also share any new information or reports that have not been previously shared.

During the meeting, all those in attendance will discuss:

- your views, feelings and the wishes of your child or young person
- your child's progress towards their outcomes and whether they are still appropriate
- what provision is required to help your child prepare for adulthood and independent living
- your right to a personal budget

They will review:

- any interim targets set by the early years, school, college or education provider
- set new interim targets for the coming year and, where appropriate, agree new outcomes
- any arrangements for direct payments

For children and young people in year nine, a discussion should take place about preparing for further education and/or adulthood. More information and links to useful resources can be found on the Preparing for adult life section of our website.

The meeting chair should ensure that the views on how the child or young person is currently progressing towards each outcome, as well as any recommendations for changes/ amendments to the EHCP, are accurately recorded.

What should I expect to see in the report?

Within two weeks of the meeting, you will receive the meeting report. This will also be shared with anyone who was invited to the meeting.

The report is a result of the discussions held at the review meeting and the views/ information that was provided ahead of that meeting.

- Each section of the report includes a view on how your child or young person is currently progressing towards each outcome, as well as any recommendations for changes/ amendments to the EHCP.
- We will consider the contents of the report and any supporting documentation/ evidence and will publish our decision on whether the EHCP needs to be amended, ceased or maintained in its current form until the next annual review.

What are the decisions that can be made?

Within four weeks of the meeting taking place the Local Authority will decide whether to:

- keep the current EHCP as it is – the plan will continue to be maintained and will be reviewed within 12 months of the review being concluded.
- amend the EHCP (agree to amend) - if the plan needs to be amended, the Local Authority should start the process of amendment without delay. They will share a copy of the amended plan and you will have 15 days to comment on the proposed changes.
- cease to maintain the EHCP – The Local Authority will cease a plan if the review evidences that the outcomes have been met or the young person is moving to higher education or employment.

The Local Authority will also include a brief reason for the decision.

If the local authority decides not to amend the plan or decides to cease to maintain it, they must notify you of your right to appeal that decision and the time limits for doing so. They must also let you know that you can consider mediation should you wish to appeal, and the availability of information, advice and support and disagreement resolution services.