

Annual Reviews - The Two-Side Guide



Annual reviews are a chance for everyone (including you) to look at your Education Health and Care Plan, to check it has worked well over the last year. It is also a chance to change your plan to make sure it changes when you do and continues to show the help you need.



1) Your school will let you know when your annual review is going to happen. This gives you a chance to think about what you want to say, if you want to attend, and to think about how the year has been for you.



2) The school will arrange a meeting with everyone else that works with you. At this meeting you will be able to ask questions about your EHC plan and to what your next plan looks like.



3) Four weeks after the meeting, we will let you and your parent carer know if we are going to:

- Not make changes to your plan
- Change your plan
- Stop your plan

You and your parent or carer will have the chance to let us know if you agree with the suggestions.



4. If we don't agree with your comments then we will meet with you to talk about it. If you still do not agree we will tell you where to discuss this further, and what the processes are to appeal the decision.



5. When everyone is happy with the plan, we will update your EHC plan and send it to you and all of those that attended your review meeting.

What if I still have questions?

You may talk to your teacher, social worker or SEN worker, they will be able to help you. Or you can visit the local offer website at <http://www.n-somerset.gov.uk/localoffer>

Or you can contact the local Special Educational Needs & Disability Information, Advice Service (SENDIAS) known locally as Supportive Parents for independent advice at <https://www.supportiveparents.org.uk> or phone 0117 9897725