

Process of an EHC Plan Annual Review

ACTION

TIMESCALE

LA writes to school, health and social care with names of pupils needing review that term. States which reviews will focus on transition and preparation to adulthood

At least 2 weeks before start of each term.

Head Teacher / Post 16 Lead/ SENCo invites parents and professionals to the review meeting and asks for written advice & also seeks parent & pupil views

Head Teacher / Post 16 Lead/ SENCo shares the information gathered to everyone invited to the review meeting

At least 2 weeks before review meeting

Review meeting is held with parents and child or YP and invitees

Head Teacher / Post 16 Lead/ SENCo sends review report to LA and meeting invitees with any recommendations

Within 2 weeks of review meeting

LA reviews EHCP and sends decision to parents

Within 4 weeks of review meeting

Process of an EHC Plan Annual Review

Just to be clear:

- The purpose of an EHCP Annual Review is to ensure that the plan is doing its job and helping your child to make progress towards their outcomes and helping them prepare for adulthood.

So, it will check all sections of the plan are relevant and effective, including the education, health and social care provision (support).

- The annual review process must be undertaken in partnership with you, your child or the young person and must take account of your wishes and feelings.

Good preparation for the review meeting is very important so everyone invited is asked to put together some information or advice. If practitioners cannot attend the review meeting, they can still prepare advice. The information gathered needs to be shared **at least 2 weeks before the review meeting** so that everyone has time to understand the situation for the pupil/student and is prepared for the meeting.

What to think about when preparing:

- What progress has your child made towards the outcomes in the plan?
- If your child has not made progress in some areas, what do you think needs to change? Are new strategies of support needed, or perhaps some new advice?
- Is the learning setting still appropriate?
- Have there been any new assessments or observations?
- Have any new needs been identified?
- Have any of the outcomes been achieved?

The annual review process must consider whether changes are required (for example to outcomes, support (including for health and social care), the educational setting, aspirations) or whether the plan should be discontinued.

The EHC plan will only cease if: the outcomes in the plan have all been achieved; or if the young person doesn't want to continue with learning or training; or if they take a job; or if they move on to University.

An EHC plan can still continue if a young person is doing some **work-based learning**, like a traineeship, apprenticeship or a supported internship.

(References for this page: SEND Code of Practice 2015 9.166, 9.167 and 9.168)