

Annual Reviews of EHC Plans

The law requires local authorities to review EHC plans a minimum of every 12 months starting on the date the plan was first made.

Why do we need an Annual Review?

The purpose of the review is to bring together the views of everyone who is involved with your child and to:

- Actively monitor your child or young person's progress towards their outcomes and long-term aspirations
- Focus on your child's progress towards achieving the outcomes specified in the EHC plan
- Consider whether the outcomes and supporting targets remain appropriate
- Gather and assess information to support your child's progress and access to teaching and learning
- Review the special educational provision to ensure it is effective and good progress is being made
- Review the health and social care provision made for your child and its effectiveness in ensuring good progress towards the outcomes
- Consider the continuing appropriateness of the EHC plan considering progress made and to consider whether any changes are required e.g., with the outcomes, provision, or educational establishment
- Set new interim targets for the coming year and where appropriate, agree new outcomes
- Review any interim targets

You know your child best; it is important for you to be involved and attend the meeting. The annual reviews **must** be undertaken in partnership with you and your child and **must** take in to account yours and your child's views, wishes and feelings, including your right to request a Personal Budget.

Who will attend?

The education establishment the child attends must invite the following people and give them at least two weeks' notice of the date of the meeting:

- Parents/carers
- Your child
- A staff member of school/ education institution
- A local authority SEN officer
- A health service representative
- A social care representative
- Any other relevant individual involved with your child

What will happen before the Review meeting?

You will receive an invitation to the review meeting at least two weeks before.

The school must seek advice and information from all the individuals invited to the meeting, prior to the meeting. This information should then be sent to all parties at least two weeks before the meeting.

You will be asked to send in your views on how you feel about your child's progress and how well your child's needs are being met in School/Setting. It is helpful if you can complete the form, which asks for your views, and return it to school. Guidance on this is given below.

Your child should be asked how they feel about their progress, their likes and dislikes and school in general. This is generally recorded on a form, which may be sent to you to complete with your child or may be completed with them at School/Setting.

What can parents and carers do before the meeting?

Generally, the School/Setting will send you a form to complete. You can use this form, adding more detail on a separate sheet, if appropriate, or you can write a letter or a list. You can use these written comments to help you to put your views across at the meeting.

You could comment on:

- Your view of your child's progress over the past year
- What has pleased you
- What you have concerns about
- What you hope to see your child achieve in the next year

You can ask the Information Advice and Support Service for advice about things you might want to say before or after the meeting. Sometimes they may be able to attend the annual review meeting with you.

What will happen at the Review meeting?

The person chairing the meeting should introduce everyone, so you know who they are and what they do.

Your child's progress will be discussed, and information shared. You can ask questions or ask for an explanation if you are unclear about anything that is said.

You will be asked for your views – it will be helpful if you have already written these down, but you may want to add further comments after you have heard what other people have to say. If you don't agree with something, try to explain why. Your views will be taken into account and recorded.

The Annual Review meeting should consider the following:

- Are any changes needed to the information recorded about your child?
- What are you and your child's views of the past year's progress and hopes for the future?
- What are the views of the School/Setting and other professionals about your child's progress?
- How your child is working towards the outcomes specified in the EHC plan?
- Should there be any amendments to the plan?
- Is the EHC still appropriate, or does it need to be changed?
- Whether changes are needed to the outcomes themselves?

Someone at the meeting will take notes and record any suggestions about further action.

What happens next?

A report of the meeting, summing up what was said and making recommendations, is completed. The school (other education setting, or the local authority if your child does not attend school) **must** prepare and send the report to everyone invited within **2 weeks** of the meeting. The report **must** set out recommendations on any amendments required to the EHC plan. and should refer to any difference between the school or other settings' recommendations and those of others attending the meeting

Within four weeks of the review meeting, the local authority **must** decide whether it proposes to keep the plan as it is, amend the plan, or cease to maintain the plan, and notify the child's parent or the young person. If the EHC plan requires amendments, the local authority should begin to do this without delay.

Special Arrangements:

Year 5/6: The Annual Review in Year 5 should consider your child's transfer from Primary to Secondary School, so there is time for planning and for you to consider the available options. The Year 6 review should be held in the Autumn term so that the final amended EHC plan be issued by February 15th of the year of transfer.

Year 9: A Transition Review is held to make recommendations and plans for your child's move into adult life. This includes employment, independent living, and participation into society.

Year 11 to Post 16: For young people moving from secondary school to a post-16 institution or apprenticeship, the review, and any amendments to the EHC plan – including specifying the post-16 provision and naming the institution – **must** be completed for a final amended plan to be issued by the 31 March in the calendar year of the transfer.

Who can I contact if I need further help or advice?

DIASSSEND Advice line
01629 533668
Monday – Friday 9.30am - 3.00pm
Email: ias.service@derbyshire.gov.uk

Messages can be left outside this time and
all calls will be returned as soon as possible

Derbyshire Information Advice and Support Service for Special Educational Needs and Disabilities:

[Derbyshire Information, Advice and Support Service for SEND website.](#)

Or use the [online contact form](#), accessible via our website.

If you, or someone you know, would like a copy of this information sheet in large print, an audio version or in languages other than English, please contact us.