

The Annual Review Factsheet

If your child has an Education Health and Care (EHC) Plan it must be reviewed by the Local Authority (LA) at least once a year, to monitor your child's progress and to make sure the EHC Plan continues to meet his or her needs. If there is a concern about your child's progress or if your child is due to change school, then an annual review may be brought forward. For children under five, a review may take place every six months.

The purpose of the review meeting is to:

- Bring together the views of you, your child and all those involved in helping your child
- Make sure the targets set previously are being achieved and to set new targets for the next year
- Review the special provision made for your child, any further action and who will be responsible for this
- Recommend possible changes to the EHC Plan and consider whether an EHC Plan is still required

Before the meeting

Your child's headteacher will arrange the meeting and, in addition to inviting you, will ask those involved in helping your child, including:

- School staff
- A representative from the Special Educational Needs (SEN) service of the Local Authority (LA)
- An Educational Psychologist
- Therapists (speech and language, occupational or physiotherapist)
- Social worker
- Health visitor

It is unlikely everyone invited will attend but they can submit a written report, and you should receive copies of the reports from school at least two weeks before the meeting.

Your written report

As parents/carers, it is important to share your views, as they form an important part of the review. The school should send you a form to complete to help you with this.

Alternatively you can find more information about the [Annual Review](#) process on the Achieving for Children website which may help you. If you would like support to write your views down, Richmond and Kingston SENDIASS can help you with this.

At the meeting

You can bring a friend or representative to the meeting to support you or, if you prefer, an Information and Advice officer may be available to come with you. It may be particularly helpful to have support if there are difficult issues to discuss. Your child may be invited to part or all of the meeting, or staff can help him/her to prepare a report which can be presented at the meeting.

The following issues will be considered:

- your views and your child's views
- the school's view including reporting on progress made
- the long term objectives and targets
- reports from other professionals
- current provision
- target setting
- changes in circumstances affecting your child
- actions and by whom.

Importantly, it will be considered whether your child still needs a EHC Plan and whether there should be any amendments to the EHC Plan.

Following the Annual Review Meeting

The headteacher is responsible for ensuring that a report is prepared about what was discussed and agreed, and targets for the next year. This should be sent to everyone including parents/carers within two weeks of the meeting, or the end of term (whichever is sooner).

The LA must then decide whether to:

- continue with the EHC Plan as it is
- amend the EHC Plan to reflect changes to the child's needs
- cease to maintain the EHC Plan

The LA must write to you with their decision. They will inform you of your right of appeal if you disagree.

If you disagree with any decisions that are made following the Annual Review you can contact Hampshire SENDIASS to discuss your options.

The annual review process is complete when the LA has responded and this must be within 12 months of the EHC Plan being issued, or of the previous Annual Review.

Transition

The first Annual Review after a pupil's 14th birthday is called the Transition Review. An Information, Advice and Guidance (IAG) worker should be at the meeting to advise about plans for after school.

After this review the Transition Plan should be produced and updated every year. The EHC Plan will lapse when a young person leaves school.

For more information, please visit: <https://kr.afcinfo.org.uk/pages/local-offer/information-and-advice/assessment-and-education-health-and-care-planning/annual-reviews>

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