



## Annual Review of an Education, Health and Care (EHC) plan

The SEND Code of Practice says:

9.166 EHC plans should be used to actively monitor children and young people's progress towards their outcomes and longer term aspirations. They **must** be reviewed by the local authority as a minimum every 12 months. Reviews **must** focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan. The review **must** also consider whether these outcomes and supporting targets remain appropriate.

### 1. What is an Annual Review?

- EHC Plans must be discussed and reviewed at least once a year so that it can change as the child or young person changes.
- The Local Authority has responsibility for ensuring the review happens. In practice they can delegate the organisation of the meeting to the school or setting where the meeting will usually take place.
- The Annual Review is a review of the EHC Plan – the whole plan - and not a general meeting about the child or young person's progress.
- The Annual Review is the opportunity for those people involved in the child or young person's education to discuss what progress has been made towards the outcomes set in the EHC Plan, to review whether the support currently in place is working well or not and to agree any new outcomes needed.

### 2. Who is involved in the Annual Review?

- The following people should be invited to attend an Annual Review:
  - Child's parents/carers and where appropriate the child or young person
  - A representative of the school or setting
  - A Local Authority SEN officer
  - A health service representative
  - A local authority social care representative

- Anyone else involved who the parent or young person or the Head teacher think should be invited to contribute.
- The school or setting **must** seek advice and information about the child or young person from all of those invited to attend and circulate at least two weeks before the date of the meeting. This includes sending any reports or information from the school to the parent/carer or young person at least two weeks before the date of the meeting.

### 3. Gathering Parents / Carers, children and/or young people's views

**The SEND Code of Practice says:**

9.169 Reviews **must** be undertaken in partnership with the child and their parent or the young person, and **must** take account of their views, wishes and feelings, including their right to request a Personal Budget

- Parents, children and young people must be invited to send in their views in advance of the meeting.
- Schools can send out a form to guide thinking about:
  - Their general views about how things are going at the educational setting
  - Do they feel the child or young person's needs are being met? If not what needs to change?
  - Have there been any changes since the last review regarding the child or young person's health or social care needs?
  - Are there emerging needs in a new area that are as yet unassessed?
  - What do they see as priorities or hope to achieve during the next year?
- Children and young people must be encouraged to take part in the process. They can do this by attending the meeting where appropriate, take part in the discussions or the school or setting should seek to gather their views in advance of the meeting.

### 4. At the review meeting

**The SEND Code of Practice says:**

9.171 The meeting must focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan, and on what changes might need to be made to the support that is provided to help them achieve those outcomes, or whether changes are needed to the outcomes themselves.

- At the review everyone present should consider, in line with any reports that have also been received, the level of progress made towards achieving the outcomes and whether the

provision set out in Section F is adequate in enabling the child or young person to achieve their outcomes.

- Where everyone agrees that an outcome has been achieved the setting should record this.
- After hearing everyone's views and reviewing any reports received, new **outcomes** may be agreed for the coming year.

**The Code of Practice says:**

9.66 Outcomes should be personal and not expressed from a service perspective; it should be something that those involved have control and influence over, and while it does not always have to be formal or accredited, it should be specific, measurable, achievable, realistic and time bound (SMART).

- Outcomes should always enable children and young people to move towards the long-term aspirations of employment or higher education, independent living and community participation. They should be person centred and consider both what is important to the child or young person **and** what is important for them.
- From year 9 onwards the Annual Review meeting should also consider the four "Preparing for Adulthood" pathways: Education, Employment and Training, Independent Living, Health and Community Inclusion. Please contact us for further information or you may find it helpful to refer to the [Preparing for Adulthood Outcomes grid](#) which been prepared by the DfE.
- Any recommendations for new outcomes should be considered with the parents and/or young person along with any actions taken by the setting. These recommendations should be submitted to the Local Authority along with the report of the meeting and must include any difference of opinion between the school or other institution's recommendations and those of others attending the meeting, including parents and young people.

## 5. Transfer between phases of education

- An EHC Plan **must** be reviewed and any amendments must be completed by 15 February in the calendar year of the transfer at the latest, for transfers into or between schools, for all occasions up to and including transfer to secondary school.
- For young people moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan **must** be completed by the 31 March in the calendar year of the transfer.
- For any young people moving between post 16 educational settings for a September start the review process should aim to be completed by 31 March in the calendar year of the

transfer. However where the transfer occurs mid-year the review process **must** be completed within five months of the transfer taking place.

## 6. After the Annual Review meeting

- The Local Authority **must** send the report of the meeting to everyone who was invited **within two weeks of the meeting**. Where the school or setting has conducted the review meeting they must undertake to carry out this duty.
- The Local Authority then reviews the EHC Plan in light of the report and the recommendations made by the Head Teacher. They decide whether to amend the plan, to maintain the current wording or to cease the plan and **must** write to the parents or young person with that decision **within four weeks of the review meeting**. They must also inform of the right to appeal through the Special Educational Needs and Disabilities (SEND) First Tier Tribunal.
- The Local Authority will also advise parents/carers and young people of their right to seek information, advice and support about mediation and the tribunal process via Supportive Parents.

## 7. Suggested timeline to ensure compliancy

- **6 weeks (or within reasonable time) before the date of the Annual Review Meeting:**
  - Ensure parents and young people know the date for the meeting and know who has been invited to attend/submit information and advice.
  - Send invitations to attend the meeting and request for submission of advice and information about the child or young person, including school teaching staff.
- **At least 2 weeks before the date of the Annual Review Meeting:**
  - Circulate any reports or information received, to all those invited to attend the meeting.
- **Within 2 weeks after the Annual Review Meeting:**
  - Send the meeting report to all those who attended and make any recommendations for changes to the Local Authority.

## Annual Review Timeline

### **At least 2 weeks before the beginning of term**

Local Authority (LA) informs school/colleges/Early Years setting of child/children whose reviews are due that term.



### **At the beginning of term**

Each setting plans Annual review dates with families and required professionals. Reports are requested and contributions from parents are invited.



### **Ideally 4 weeks before meeting**

Setting supports child/young person to share their views and gathers together all reports, including parental contribution.



### **At least 2 weeks before meeting**

Setting sends out invitations and all reports and contributions.



### **HOLD ANNUAL REVIEW MEETING**



### **Within 2 weeks of meeting**

Setting issues annual review reports to all invitees and LA



### **Within 4 weeks of meeting**

LA notify young person and child's parents/carers of decision copying in setting and relevant professionals. LA issue a right of appeal with the decision letter.

**If you would like further information, advice or support please don't hesitate to call us  
on 0117 989 7725 or email [support@sendandyou.org.uk](mailto:support@sendandyou.org.uk)**



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