

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.