

A parent's guide to: the Annual Review



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The purpose of an Education, Health and Care Plan (EHCP) is to meet the special educational needs of a child or young person, to secure the best possible outcomes for them across education, health and social care, and as they get older, prepare them for adulthood. An important part of making sure that an EHCP does improve the outcomes for children with SEND is the Annual Review.

What is the Annual Review?

The Local Authority must review your child's EHCP once a year to check that it continues to meet your child's needs and whether progress has been such that they no longer need an EHCP.

The first Annual Review of an EHCP must take place within 12 months of the date when the EHC plan was issued and then within 12 months of any previous review so that the process is completed and a new final plan issued within the 12 month timescale.

For children under five, a review may take place every six months.

It is the responsibility of the setting or school which your child or young person attends to arrange and conduct the Annual Review meeting.

Why do we have an Annual Review?

The Annual Review gives everyone, the family, the child or young person and all professionals working with them, the opportunity to look at and update the child or young person's needs, provision, aspirations and outcomes. The way the review is organised should make it possible to keep the individual child or young person at the heart of the annual review and ensure that they are involved in all aspects of planning and decision-making, as well as their parents/carers.

Who will attend?

The headteacher **must** invite:

- you - as a parent you can really make a difference to the meeting by going along and sharing your views. (You may also bring a friend or representative if you wish.)
- a relevant teacher
- a representative from your LA
- a representative from health
- a representative from social care
- anyone else that you as a parent consider appropriate

If your child is in Year 9 or older they **must** focus on preparing for adulthood, including employment, independent living and participation in society. There should be a focus on considering options and choices for the next stage of their education. Representatives from post 16 settings should be invited if the young person has expressed a desire to attend a particular setting.

It is unlikely that everyone invited will be able to attend the review meeting, but the headteacher will try to ensure that the date fixed for the meeting is convenient for those people who have had most contact with your child. Professionals who cannot attend may be able to phone or skype in or provide a report.

What happens before the meeting?

The headteacher **must** ask for written reports from:

- you (the school should give you a form to complete or you can find it on the Local Offer)
- your child's teachers
- all others invited to the review meeting e.g. SENSS (SEN Support Service), EP or therapists
- your child should also be asked for their views (see link below to Local Offer)

The headteacher **must** then:

- send copies of the written reports to all those invited to the review, including you, at least two weeks before it takes place
- invite further views including comments from those who cannot attend the meeting

What to include on my parental comment form

Your views are very important! And so are your child's.

Their views, wishes and feelings, should be at the centre of the process.

If possible, your child should be involved in the meeting and share what they want for their future. Perhaps they can attend for just the first part of the meeting. If that would be too overwhelming, there are other ways they can share their views e.g talking it through with someone they trust, drawing, taking photos, or a recording of them sharing their views.

It is helpful to include comments on areas of your child's life, not just their education, but their progress in physical and mental health, friendships, leisure activities:

- your views on your child's progress over the last year
- what has pleased you and also any concerns you may have
- what you feel are your child's needs in school for the coming year
- what you think could be done that would make a real difference

The forms can be found on the Local Offer [www.oxfordshire.gov.uk/local offer](http://www.oxfordshire.gov.uk/local-offer) if you search using Annual Reviews.

What happens at the meeting?

The purpose of the review meeting is to look at your child's progress by bringing you, your child and all those involved in working with and helping your child, together to:

- review the special educational provision made for your child: is it helping them make progress?
- review the health and social care provision that is being made and how effective it's been in helping your child make good progress towards outcomes
- consider whether an Education, Health and Care Plan (EHCP) is still required
- discuss the outcomes agreed previously (part E) and see what progress is being made towards them
- set new outcomes
- review short term targets and set new ones for the next year
- recommend possible amendments to the EHCP
- check if you or your young person would like to request a Personal Budget

What happens next?

The school prepares a report summarising the recommendations of the review meeting and any suggested changes and any new outcomes agreed. It should also include any differing views and recommendations that were voiced at the meeting.

The completed record of the meeting must be sent to the Local Authority SEN Officer and all those involved in the review within 10 working days of the meeting.

The LA **must** then within a further 10 working days:

- review the EHCP in light of the report and the contributing reports
- decide whether to accept the recommendations
- tell you, the headteacher and anyone else they think appropriate of its decision

If the **LA** proposes to amend the EHCP, they will let you know in writing of any changes they are planning to make and the reasons for them. You then have 15 days to consider these changes. If you agree, the LA will produce a final EHCP.

If you do not agree with the changes or if any changes you have asked for have not been made, you can discuss this with your SEN Officer. You have the right to appeal about Parts B (all identified SEN) F (provision specified to meet those needs) and Part I (placement i.e. the educational setting where your child will be receiving the support) to the SEN and Disability Tribunal (SENDIST).

Within four weeks of the review meeting the local authority must decide whether it proposes to keep the EHC plan as it is, amend it or cease to maintain it, and notify the child's parents or the young person and the school or setting of the decision.

Where an EHC plan is to be amended the local authority must issue the amended EHC plan within 8 weeks of the original amendment notice.

Preparation for adulthood, particularly from Year 9 onwards

(This is a very important transition and is a **must** in the Code of practice)

The Code of Practice is very clear that for a young person with an EHC plan, the transition to adult care and support should be well planned and integrated with the annual review of the EHC plan. The young person and anyone else they want to support them **must** be involved in the transition assessment for adult care or support which **must** consider:

- current needs for care and support
- whether the young person is likely to have needs for care and support after they turn 18, and
- if so, what those needs are likely to be and which are likely to be eligible needs

There are four key transition points when a young person could move from children's services to adult social care services. Below lists where an adult assessment should be offered within the year if the young person is likely to be eligible for adult social care services:

- 1) Moving from children's social care to adult social at age 18 years
- 2) Moving from special school to college or work or other at 19 years
- 3) Moving from statutory education transport at 19 years
- 4) Leaving education anywhere between 19 and 25 years

If such an assessment is required within the next 12 months this should be included in the social care provision section of the plan.

There is a helpful short animation on the Annual Review process on Oxfordshire's Local Offer.

<https://councilfordisabledchildren.org.uk/independent-support/resources/annual-review-process-guidance-and-training>

You will receive an evaluation form after the meeting asking how you felt it went for you and your child. Please fill it in and return it so that others may benefit from your experiences.

Sendiass Oxfordshire can offer all year round:

- A telephone helpline, 9.30-2.30 weekdays with answerphone outside these hours:
01865 810516
- Information, advice and support on matters to do with a young person's SEND
- Help with communication between you, the school and the Local Authority
- Trained volunteer Independent Parental Supporters and Independent Supporters
- Advice about preventing and resolving disagreements
- Training events for parents and groups – see SENDIASS website
- An informal Drop In SEN Advice session, 'Talking Points', – see website for dates

**Contact us on: 01865 810516 or
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Confidentiality Code:

Everything you tell us will be treated in strict confidence. We will not disclose our records to, or discuss the case with, a third party outside SENDIASS Oxfordshire without your consent, except if we suspect a child is at risk.