

Flowchart for EHC Plan Annual Review

Throughout the year

Schools / educational settings gather progress data and information about the child/young person

Before the Annual Review meeting

At the beginning of autumn, spring and summer terms.

The LA sends out a list of Annual Reviews due that term to all headteachers and principles of educational settings, CCG and social care. This list will specifically highlight young people in years 9 and above, whose reviews must focus of preparation for adulthood.

At the beginning of each half term

Schools / educational settings:

- Plan dates of annual reviews ahead so that parents/carers and professionals involved are able to attend
- Discuss with the Educational Psychologists, therapists and other professionals to agree their contributions to the individual annual reviews (eg attendance, written reports or other contributions). Request their attendance as early as possible.
- Discuss with CYP/Parents/Carers if there is anybody they would like to contribute to the Annual Review.
- Support CYP, parent/carers in preparation for the AR meeting including support in completing their annual review contributions and signposting to SENDIAS service <https://www.supportiveparents.org.uk>.

At least 2 weeks before the meeting

School/education setting

- Sends out invitations and all relevant paperwork to all invited to the meeting; this should include school's contribution and any other reports and contributions which will form part of the annual review.

At the Annual review meeting

The Chair of the AR meeting (normally SENCO or head teacher):

- Must ensure that the meeting focuses on progress towards outcomes set out in the EHCP and developing independence.
- CYP, parents and carers are engaged and have opportunities to express their views and ask questions
- Ensure that the meeting captures discussion about all parts of the EHCPs so that the evidence of the golden thread been aspirations, needs, outcomes and provision is evident.

After the Annual review meeting

2 weeks after the AR meeting

School/educational setting must send copies of all relevant paperwork to everyone invited and the EHCP Coordination Team. This should include

- Summary of the AR meeting, setting out actions and recommendations
- School / educational setting's contribution
- CYP and Parent/Carer contributions
- Relevant reports providing updates and evidence for the recommended amendments to the wording of EHCPs.

4 weeks after the AR meeting

The Local Authority must write to parents/carers about its decision to;

- Continue to maintain the EHCP without changes
- Amend the plan (amendments will be subject to a 15-day consultation process)
- Cease the plan

If the local authority decides to amend the Plan, the final amended EHCP must be issued as quickly as possible and within 8 weeks of the original amendment notice

Planning for key stage transfer reviews

Key stage transfer	When the annual review should be held	In case needs change, additional annual review might have to be held but no later than:
Early years child moving to school	Autumn term one year prior to starting school	
Infant to junior school	Summer term of year 1, one year prior to transfer from year 2 to year 3	October in year 2
Primary to secondary school	Summer term of year 5, one year prior to transfer from year 6 to year 7	October in year 6
Secondary to post 16 institutions	Summer term of year 10, one year prior to transfer from year 11 to post 16	December in year 11
Transfers between post 16 institutions (year 12+)	If possible, in the summer term one year prior to transfer	December in the academic year prior to September transfer.

It is important to keep to this timetable so that final plan naming the next school or educational institution can be issued by the 15th February in the calendar year of the transfer between schools, by 31st March for transfers between secondary schools to post 16 institutions and five months before any transfers between post 16 institutions..

For example: Year 5/6 review

AR meeting in year 5 should consider KS2/3 transfer. This discussion should focus on:

- Clarification of SEN (type and severity)
- What is working well and what needs to change
- What can be done to prepare the child to change school at the end of KS 2
- What support is required for parents/career to make an informed decision.

The Local authority should aim to make decisions related to key stage transfers as early as possible. If there is sufficient evidence and parents are clear on their choice of a mainstream school, amended final plan can be issued in year 5 naming both primary school until the end of key stage 2 and secondary school from year 7

Tips for timings of Key stage reviews:

- If the annual review in year 5 falls early in the year (for example in the first two terms) consider organising another review in term 6 to finalise discussions around parental decisions and choices.
- If it is not possible to finalise these discussions/options in year 5 schools should make sure that an AR is arranged as early as possible in year 6.

Note: timing of key stage annual review is really important; it helps effective decision making and effective transition planning. For guidance please refer to the table above.

Year 9 Annual review

AR meeting should include specific focus on

- Clarification of SEN (type and severity)
- What is working well and what needs to change
- What can be done to prepare the young person to plan and make decisions about their future including employment, independent living and participation in society
- What support is available for parents/carers

Year 10/11 annual review

If the local authority decide to continue to maintain the EHCP it is a statutory requirement to issue final EHCPs by the 31st March in the calendar year of the transfer between school and post 16 institution. Please refer to guidance on tips to timings of organising key stage transfer reviews.

In some cases, young people may not meet the entry requirement for their chosen course or change their mind about what they want to do after the 31st March. Where this is the case the local authority should review the EHCP with the young person as soon as possible, to ensure that alternative options are agreed.

Planning for annual reviews where a child or young person does not attend a school / educational setting

Annual review

The local authority must ensure that the annual review meeting is arranged. For the purposes of what should happen before, during and after the annual review meeting the local authority fulfils the duties of the educational setting set out in this guidance

Planning for Annual Reviews for children under the age of 5

EY annual reviews

Annual reviews:

- Should be arranged more often (every three to six months); this is because the needs of the youngest children are likely to change more frequently
- Meetings may be streamlined and may not require the attendance of all professionals at every review.
- EY settings should discuss with parent/carers and professionals who should be involved in different reviews during the year.
- It is essential to review the SEN (type and severity). Evidence of progress should be instrumental in planning support
- It is important to consider what support is available for parents/carer; this might be a time of additional assessments and medical appointments.

Planning for Annual Reviews for Looked After Children and Children in Need

Annual reviews

In addition to all general requirements set out in this guidance:

- Schools / educational settings, SEN services and health services should ensure that the AR meetings coincide with other statutory reviews that are led by social care services.
- Schools / educational settings should liaise closely with social workers in planning such meetings

Planning for Annual Reviews for young people detained in custody

Annual reviews

The EHC plan **must** be formally reviewed upon release and if the special educational provision specified is no longer appropriate this should trigger a reassessment of the CYP's needs.

For a young person detained in custody, the provision put in place during their time in custody will be monitored at least annually. A monitoring meeting will take place which should consider the special educational and health provision arranged for the detained person in custody and the appropriateness of the provision in the EHC plan, in light of the detained person's progress or changed circumstances.