

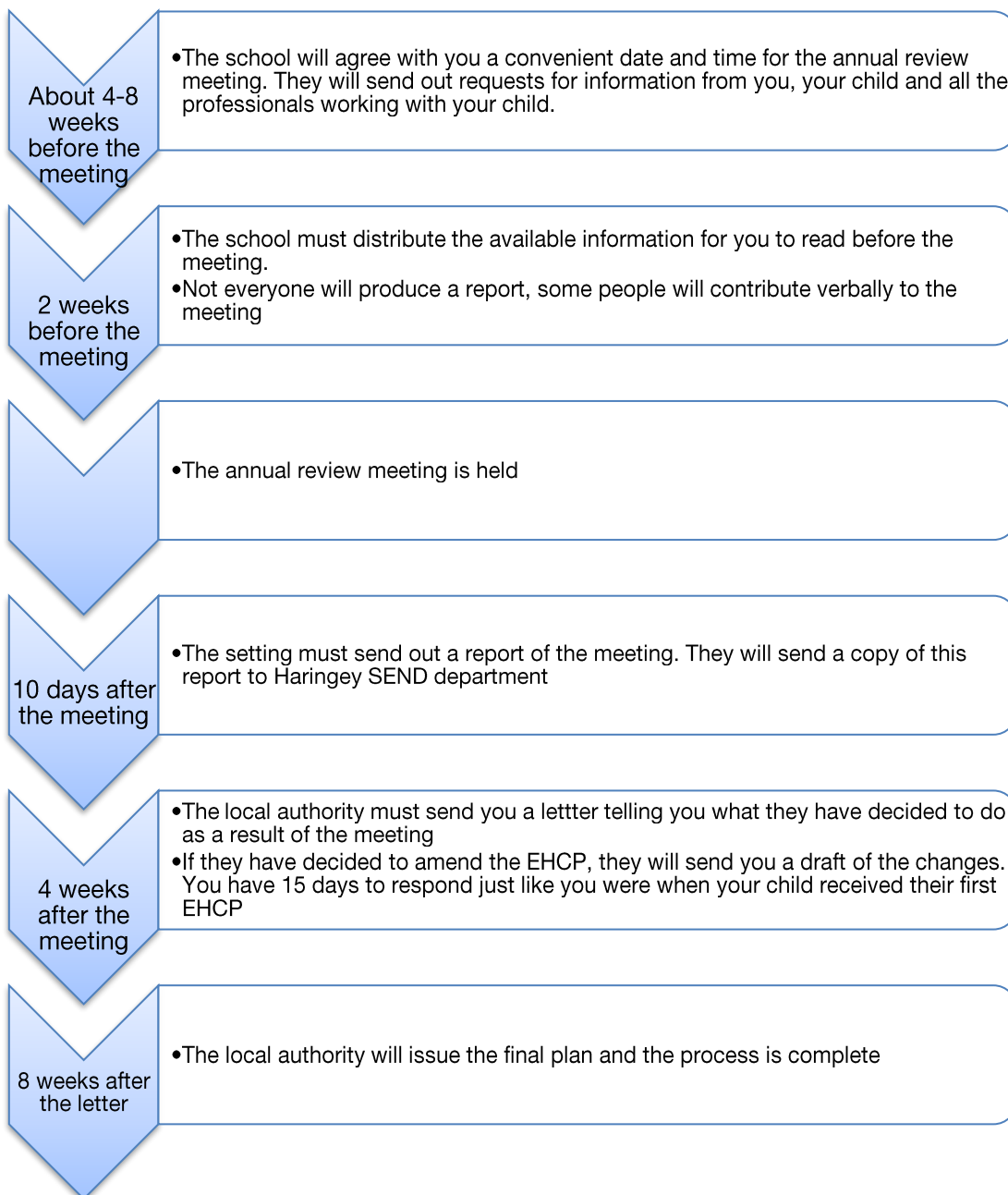
SEND

A Parent/Carer Guide to Annual Reviews



What is an annual review?

An annual review is a process, usually arranged by your child's school* in which involves you, your child and other relevant professionals ensure their Education, Health and Care Plan is kept up to date as your child develops and changes. As a result of the annual review, the Education, Health, and Care Plan may be kept the same, changed or ceased.



*In this document the term school will be used to refer to all educational settings e.g., nursery, school, college etc.

When?

An annual review must take place within a year of when an EHCP is issued and annually from then on. For under-5s they take place 6-monthly.

Annual reviews can also be called earlier if needed. This is known as an emergency annual review and takes place when there have been any major changes for the child like a significant change in needs, significant change in provision needed or a placement breakdown.

Where?

The meeting usually takes place in your child's school

Who?

The meeting is normally chaired by the SENDCO, or another person nominated by the headteacher. The school must invite:

- The parent or carer(s) (You)
- Your child's teacher(s) e.g., classteacher, head of year, form tutor

You or the school could also invite:

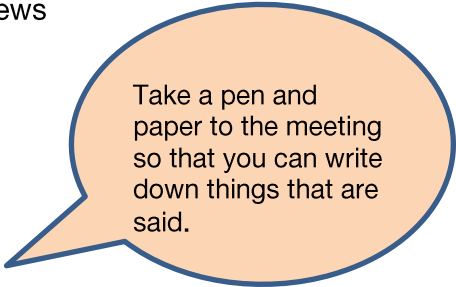
- Your child if they would like to be there (for all or part of the meeting)
- Any professional or member of staff involved with supporting your child e.g., therapists, educational psychologists, specialist teachers, SEND Caseworker
- An independent supporter e.g., friend, family member, SENDIASS representative
- An interpreter

1) Before

You will receive a booklet asking you how you think things are going. Completing this before the meeting will give you an opportunity to make sure everything you want to say is covered and also will give professionals an opportunity to think about your points in advance of the meeting.

Wherever possible your child will be actively involved in the review process. This may be through being at some or all of the meeting, or by sharing their views that have been collected in advance. Talk to your child's school before the meeting if you have views about how they should be involved.

Once a child is in Year 12 and beyond, they will be leading on reviewing their plan with your support.



Take a pen and paper to the meeting so that you can write down things that are said.

2) At the Review Meeting

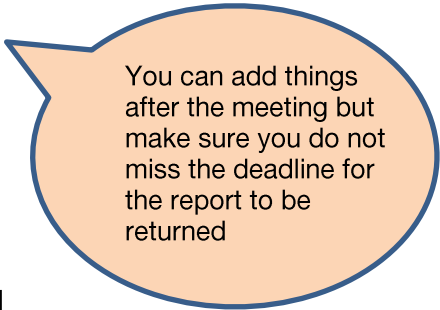
The annual review meeting is quite long with a lot of people there. They usually take about an hour and a half. The meeting will be chaired by the Headteacher or the SENCo and the meeting will normally cover:

- The views of parents, child, and the setting on the past year's progress
- Whether last year's outcomes and steps have been met.
- Outcomes to be set for the next year.
- Planning support from setting and parent to achieve these targets
- Agreeing any further action required and who is responsible for this

- Agreeing as to whether the EHCP needs amending or is no longer required

3) After the Review Meeting

After the meeting, the chair of the meeting will send you a copy of all the proposed changes discussed in the meeting to agree and sign. If there were differences of opinion expressed, then these must be recorded on the annual review form. You will need to return this to your child's setting by the deadline they have given you. The setting must send the Annual Review form and all the reports from the meeting to the Local Authority within 10 days of the meeting.



You can add things after the meeting but make sure you do not miss the deadline for the report to be returned

Within 4 weeks of the annual review meeting, the Local Authority will write to tell you whether they will:

- 1) Maintain the EHCP with no changes
- 2) Maintain the EHCP with minor changes
- 3) Amend the Plan
- 4) Cease the Plan

For most children, the EHCP will be maintained with minor changes while they are in the same key stage. The most recent annual review report will become an appendix to the EHCP, and the professionals will use both documents to plan for your child.

If the Local Authority decides to amend the plan, they must send you a copy of the EHCP within 4 weeks of the meeting together with a notice specifying the proposed amendments, and copies of any evidence which supports those amendments.

You will have 15 days to consider. If you agree with the changes then the Local authority will issue a new final EHCP within 8 weeks of when they sent you the notice of proposed amendments.

What if I disagree with the proposed changes to the EHCP?

If you do not agree with the proposed changes or would like changes that have not been suggested, then you should put this in writing to the local authority within 15 days. If you are still unhappy with the decision you may wish to get in touch with the Haringey Information Advice and Support Service (SENDIAS).

Help and further information

Haringey SEN Team – 0208 489 1913

SEND Information, Advice, and Support Service (SENDIASS) – 0208 802 2611

Independent Provider of SEN Advice (IPSEA) 0179 958 2030 www.ipsea.org.uk

Council for Disabled Children <https://councilfordisabledchildren.org.uk/what-annual-review>

www.haringey.gov.uk/children-and-families/local-offer

https://twitter.com/haringey_send

www.facebook.com/SENDAHaringey/



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