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**Annual Review of an EHCP Guidance Flowchart**

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| **Beginning of school year/each term*** School/setting receives termly list of children who need an Annual Review this term;
* School/setting starts to make arrangements for Annual Review meetings for the academic year, including arrangements for information gathering.
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| * Set dates for Annual Review meetings and advise LA and all professionals involved when this will take place;
* Decide what updated reports/assessments are needed and request this from relevant professionals. Send them the Professionals Report for Annual Review form for them to complete and return with any updated report.
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**8 weeks before meeting**

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| * Gather views of parents/carers, children and young people providing support as needed and invites them to the meeting.
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**6 weeks before the meeting**

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| * Ask parents/carers and young people who they want to come to the meeting, and invite them;
* Collate internal information (e.g. ‘round robins’), attainment over time, other progress data;
* Complete the Setting Advice for an Annual Review template.
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**3 - 4 weeks before the meeting**

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| Check that all documents requested have been provided and follow up if necessary. |  |

**2 weeks before the meeting**

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| Send all the information gathered and a letter confirming the date of the meeting and attendees, to all those who have been invited to the meeting and the LA. |  |

**Within 2 weeks after the meeting (10 working days)**

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| Complete the Report of the Annual Review meeting if it was not completed during the meeting itself;Send the Report of the Annual Review meeting and all information gathered to the LA. |  |
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