

# EHCP Annual Review

(Please also see [Chapter 9 of SEN Code of Practice](#))

All pupils with an EHC Plan must have their Education, Health and Care Plan reviewed annually and this must be completed by the anniversary of the original plan being finalised or the date of the last annual review. In order for this to happen Annual Review meetings should take place approximately two months prior to this date. This is the responsibility of the Head Teacher, but it is usually delegated to the SENCO.

The LA will inform the school of all learners needing an annual review during the following term.

## Annual Review Aims:

- Assess the child's progress towards targets set out in the EHCP
- Review the needs of the child and ensure that special provision made for the pupil is reported accurately
- Consider the appropriateness of the EHCP in light of performance during the year
- Set new targets for the following key stage where appropriate
- Where possible it should be aligned with any other statutory reviews the child or young person is subject to (CLA, Continuing Care, CiN etc.) to better enable joined up planning and to minimise the number of review meetings that families have to attend.

**The SENCO** (supported by admin support where available) **will need to:**

- Arrange the meeting: set the date, time and place (this should be done in collaboration with parents to enable their attendance) **(at least 6 weeks beforehand to give adequate notice to invited agencies)**
- Invite appropriate personnel including:
  - A representative of the LA SEND Team
  - The pupil's parents or carers (with permission of the young person if over16)
  - The pupil or Young Person
  - A representative from social care
  - A representative from health
  - Relevant teachers and support staff
  - Relevant outside agency professionals

- Ask for written reports to be sent to them, **at least two weeks before the meeting**
- Collect relevant assessment and progress information about the pupil.
- Prepared reports, a copy of the annual review document and the current EHCP **must be shared 2 weeks in advance of the meeting** with those who have been invited to the meeting.
- Prepare the written report and Annual Review form, which is available electronically

### **Significant Changes**

If any significant change is anticipated, schools must notify the SEND Caseworker from the SEND Assessment and Review Team.

If any significant change of needs or provision is being considered schools may wish to request the advice of the school's designated Educational Psychologist. The SEND Team work on an evidence based principle, if they do not receive any evidence to support the significant change, the decision will be to maintain the EHC Plan.

### **Additional Reviews**

There may be occasions when an additional EHC Review needs to be completed. Possible reasons are detailed below:

**To inform a phase transfer:** For learner's who are due to transfer between phases of education (into primary school, between primary and secondary school, from secondary school to post 16) an additional review may be required. This is to allow the Parents, Carers and Young People to express their preferences for the next educational setting and to ensure the information used to inform the consultation process is up to date.

The annual review in Year 5 or 6 can be used to inform consultations with secondary education settings, for this reason where a scheduled EHC Annual Review does not fall in the summer term of Year 5 or the first half term of Year 6, an additional review will be required to support phase transfer consultations to be complete by 15th February of year 6.

Where an annual review falls in the summer term of year 5 the review will be used to inform consultations and then the year 6 annual review will be held as usual inviting the secondary education provider to support transition.

The annual review in Year 11 can be used to inform applications to post 16 provision, for this reason where a scheduled EHC Annual Review does not fall in the autumn term of Year 11 or the final half term of Year 10, an additional review will be required to support phase transfer consultations to be complete by 31st March of Year 11.

Where an annual review falls in the second half of the summer term the Year 10 the review will be used to inform consultations and then the Year 11 annual review will be held as usual inviting the post 16 provider to support transition.

**Change to Learners Needs or Provision:** Where there has been a change to the learners needs or provision required and the information in the EHC Plan is no

longer accurate. This may include a recent confirmed diagnosis or changes to additional and different provision as detailed by a professional report.

**Parental Request:** Parents may request an additional review of the EHC Plan, where this is the case it is important to understand why the parents feel the additional review is required.

**Other:** Where the review is being held for other reasons these reasons should be detailed here. This may be at the request of the Local Authority in response to being alerted to a vulnerable placement or to support the New in City Process.

**These additional reviews should still follow the same format and timescales as the EHC Annual Review.**

## **Key Phase Reviews**

### **Year 5 Transition Reviews**

In year 5, parents may request a preference for a secondary school. This must be clearly stated on the form. It is helpful if parents know this in advance and can make some enquiries.

Parents should be supported in making an informed choice and SENCOs could help this process by:

- Informing parents about SEN systems in local secondary schools
- Encouraging parents to visit local secondary schools, and supporting this visit if appropriate.

### **Year 9 Reviews**

Schools have a duty to provide independent, impartial careers guidance for their pupils. This must include providing information on the full range of post 16 options. Local Authorities have a duty to support all vulnerable young people including those with EHCPs to participate in education, training or employment with training post 16.

The year 9 annual review will play an important role in starting to consider and plan for the young person's post 16 transition. It must involve consultation with a qualified careers guidance practitioner. In most cases in Hull this will be a Connexions adviser but may involve a careers adviser employed by the school. The post 16 options discussed at the year 9 annual review should be recorded on the annual review document. The Connexions/careers adviser should be invited to the year 9 annual review.

**REMEMBER if you are unclear on any stage of the statutory process advice can be sought from the LA SEND Team or any of the personnel connected with this guide.**

## **Conduct of the Review Meeting**

Although invitations are sent the review should go ahead even if only school personnel are available, unless there is sufficient time to rearrange the meeting and still meet the statutory time scales.

The Annual Review form acts as a guide to ensure that all relevant questions are answered. It is good practice to review the information detailed in any preprepared reports first.

## **Submitting the Report**

- The report should be written as soon after the meeting as possible.
- All reports should be collated along with the Annual Review form.
- Copy and send the report to all concerned in the review.
- Annual Review documentation should be uploaded for the SEND Team either via the EDT (Electronic Data Transfer) Secure Portal ([EDT User Guide](#)) or emailed by SFX (speak to the LA SEND Team if you are unsure how to set this up). Please ensure that the documents are not scanned in as one long PDF. Any document should be separate but sent in a zipped/compressed folder so they go together.

**The full report and supporting documentation Must be sent to the SEND Team Assessment and Review Team within 2 weeks of the Review Meeting.**

## **After Submission of the Report**

The SEND Assessment and Review Team will review the recommendations and the EHCP in light of the information. The LA will decide whether to amend, maintain the EHCP unchanged or cease to maintain the EHCP.

The SEND Assessment and Review Team will notify the parents and headteacher of their decision within 2 weeks of receiving the documentation and 4 weeks of the EHC Review Meeting.

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