 

Annual Reviews timetable

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| **Step 1**  Obtain advice and information about the CYP from all the relevant professionals and the parent and the CYP themselves. |  | **2 weeks** |
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| **Step 2**  Circulate the reports received along with the invitations to attend the Annual Review meeting. |  | **2 weeks** |
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| **Step 3**  The Annual Review meeting will consider:   * the CYP’s progress towards achieving the outcomes specified in their EHC plan * whether the outcomes still remain appropriate * if their aspirations have changed * review and set new short term targets * whether any changes need to be made to the provision including if the placement is still appropriate |  | **2 weeks** |
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| **Step 4**  Following the meeting the school (or host) must prepare a report that includes recommendations for amendments to the EHCP including details where views differ. This must be sent to everyone invited to the meeting within 2 weeks including the LA. |  |  |
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| **Step 5**  The LA has 2 weeks (4 weeks from the date of the meeting) to decide to leave the plan unchanged, amend it or cease it and inform the parent, the YP and the school/setting of its decision |  | **2 weeks** |