



Annual Review of an Education Health and Care (EHC) Plan

Key points

- If your child has an Education Health and Care Plan (EHCP) it must be discussed and reviewed at least once a year.
- The review looks at the progress your child has made, the support they get and the difference that has made to them (their outcomes).
- Hearing yours and your child's views is an important part of the review. The main people involved in supporting your child in school will be asked for their views too.
- At the meeting, everyone should have a copy of your child's EHC plan and it should be used to guide the discussions.
- After the meeting, a report about what was discussed and agreed is sent to the SEN Team at the Local Authority.
- The SEN team will write and tell you about any changes that are made to the plan and why.
- You have 15 calendar days to think about the changes and tell the SEN Team whether you accept the plan, or not.
- If you disagree with the changes, and can't come to an agreement with the SEN Team, you have the right to appeal

What is an annual review?

If your child has an Education, Health and Care plan (EHC plan) it must be discussed and reviewed at least once a year, so that it can change as your child changes. If your child is under five, then the Local Authority will undertake a review of the plan every six months.

The SEN Team is responsible for making sure that the review happens. They will ask your child's school (or pre-school, nursery, college etc) to organise the meeting where the plan can be reviewed.

The review is for those people involved in your child's education to:

- Talk about how your child is doing and what progress they have made.
- Look at the support that your child has, and whether it's working or needs to change.
- Set targets for the next year.

Can a review happen more often than once a year?

Sometimes an EHC plan is reviewed before a full year has passed since the last review. This is called an interim review and could happen if:

- Your child isn't making the progress that was expected
- Their needs have changed a lot since the plan was last agreed
- Your child is at serious risk of being excluded from school

Who is involved in the annual review?

The annual review usually brings together the main people involved in supporting your child. This can include:

- you
- your child/young person
- staff from the school, including your child's teacher and/or Special Educational Needs Co-ordinator (SENCo)
- other professionals, such as health or social care staff
- someone from the SEN Team
- anyone else you or your child's head teacher thinks it may be useful to involve

Some, or all, of these people may go to an annual review meeting. Those people who can't go will be asked to send a written report which shares their views.

Before the annual review meeting

Before the annual review meeting happens, there is time for everyone involved to think about your child's progress over the last year and what needs to happen in the next year.

Your child or young person has a view too

If your child or young person is able to, it's important that they give their views about the EHC plan.

They can do this by going with you to all, or part of, the review meeting, where they can take part in the discussions.

Some of the main things for your child to think about are:

- How they feel things have gone over the last year
- If they think they have the right support, and if not, what needs to change
- What they hope to achieve next year and in the future.

Hearing from other people

The head teacher at your child's school will also ask for written reports from:

- you (the school may give you a form to help you do this)
- your child's teachers
- other professionals invited to the meeting

All of the written reports should be sent to everyone invited to the review meeting. This should happen at least two weeks before the meeting date, to give everyone time to prepare.

What do I put in my report?

Writing a report can seem daunting at first and it can be difficult to get things down on paper if there's a lot going on. If you're only able to do one thing, think about and answer these questions:

- What are your general views, wishes and feelings about how things are going at school?
- Are your child's needs being met? If not, what needs to change?
- Has anything major changed for your child, for example have they been diagnosed with a new condition or have they become more or less dependent.
- What do you want to happen over the next year?

If you want to write a more detailed report, go through the plan section by section and make notes as you go along. Look at the following sections of the plan:

- Section E: Outcomes. The main focus of an EHC plan is on the outcomes for your child; in other words what difference is the support making to your child's progress? It's really useful to look at the outcomes and see whether these have been met or not.
- Sections B, C and D: Your child's needs. Does the plan describe what your child's education, health and social care needs are now?
- Sections F, G and H: Support. Look at all of the support your child is getting. Is it enough, is the support still needed or does it need to change, is the information in the plan detailed enough?

At the Annual Review meeting

It might help to go to the meeting with a friend or supporter. We can sometimes support you at meetings too; contact us for more information about this. If someone goes with you to the meeting, ask them to take notes, to help you remember what was talked about and agreed.

After hearing everyone's views and looking at the progress made over the last year, new targets will be agreed for the coming year. The head teacher at your child's school will send a report to the Local Authority about the review and their recommendations for any changes to the EHC plan. You will be sent a copy of the report too, within 10 working days of the meeting.

After the Annual Review meeting

The SEN Team will:

- Review your child's EHC plan, based on the report and recommendations from the meeting.
- Decide whether to accept the recommendations from the Annual Review.
- Tell you, the head teacher and the professionals involved what the decision is.
- If the SEN Team decides to change the EHC plan, they will write and tell you what will change and why. They must do this within four weeks of the date of the annual review meeting.

You then have **15 calendar days** to think about these changes and tell the SEN Team whether you accept the plan for the next year, or not.

If you agree with the changes, the SEN Team will confirm and send out the updated EHC plan.

If you disagree with the changes they're suggesting, the first thing to do is to talk to the SEN Team and suggest alternative wording. We can help you with this. If you can't reach an agreement, you then have the right to appeal through the Special Educational Needs and Disability Tribunal (SEND).

If you have asked the SEN Team to make changes to the plan after the annual review, and they decide not to, you also have a right of appeal through the Special Educational Needs and Disability Tribunal (SEND).

We can give you more information about the Tribunal process and other options, such as independent mediation.

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