

Annual Review Checklist for Parent/Carers

Date of Annual Review

What	When	Notes for Parent Carers	Your Notes
<p>1. Invitation to attend the annual review meeting sent to:</p> <ul style="list-style-type: none"> • parent or young person • early years provider, head teacher or principal • LA officer (Education) • Health Care Professional(s) • LA officer (social care) <p>Other individuals and agencies relevant to the review should also be invited (e.g. job coaches, youth team, etc.)</p>	<p>2. At least two weeks before the meeting – not any later.</p>	<p>1. Although these people must be invited to attend, attendance is not compulsory. Where the young person attends a school/other institution, the Code of Practice considers that reviews are most effective where the educational establishment leads the review.</p> <p>2. If you have received less than two weeks' notice of the meeting date, you should consider asking to postpone the meeting so the procedure can be carried out properly.</p>	<p>Date invitation received</p> <p>.....</p>
<p>1. Obtain information and advice from all invitees and circulate to all meeting invitees.</p>	<p>At least two weeks before the meeting.</p>	<p>1. The reports and information should provide details about the young person's progress and their access to teaching and learning, and consider whether the special educational provision currently being made is effective. Parents, young people or professionals can make suggestions about changes that should be made to the EHC plan.</p> <p>Having this</p>	<p>Date reports received</p> <p>.....</p>

		<p>information and advice gathered is very important where amendments to the EHC plan are sought.</p> <p>Again, if you have not received the required reports for the meeting within two weeks of the meeting date, you should consider asking to postpone the meeting so the procedure can be carried out properly.</p>	
<p>ANNUAL REVIEW MEETING IS HELD</p>		<p>1. Prepare your own notes for the review meeting and set out what you think needs to change and what is working, so that you can be sure to discuss everything you want covered.</p> <p>2. Record what was discussed and/or agreed. Parents or young people can take someone with them to support them. (SENDIASS can attend meetings with parents/young people)</p>	<p>Date meeting held</p>
<p>1. Consider the young person's progress towards outcomes and whether the outcomes remain appropriate for the young person.</p> <p>2. Consider what provision is required to assist the young person in preparation for adulthood and independent living if the young person is in or beyond Year 9.</p>	<p>At the meeting</p>	<p>1. The review meeting must focus on the following seven points:</p> <ul style="list-style-type: none"> • Focus on progress made towards achieving the long-term outcomes • Establish if the long-term outcomes are still appropriate, 	

		<p>and if necessary agree new ones</p> <ul style="list-style-type: none">• Review the short-term targets and set new ones• Check that the special educational provision, and the arrangements for delivering it, is still appropriate and meaningful progress can be made• Review the health and social care provision• Check if the aspirations have changed• Check if the parent/young person would like to request a personal budget <p>2. Planning must be centred on the child/young person's aspirations and abilities, what they want to be able to do when they leave further education and how they can be supported. Children and young people should have the information they need to move onto the next stage of their lives.</p>	
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<p>The LA must prepare and send a report to everyone invited to the Annual Review Meeting setting out its recommendations on any amendments required to the EHC Plan, including any difference between those recommendations and recommendations of others attending the meeting, as well as all the information and advice obtained about the young person.</p>	<p>Within two weeks of the Annual Review Meeting</p>	<p>The parent carers or young person must be sent a copy of this. If you think something is incorrect or is missing from this report, you can contact the LA to notify them.</p>	<p>Date report received</p>
<p>The LA must send its decision to the parent carer/young person and head teacher. The LA must propose to either; Continue to maintain the EHC plan in its current form, amend the EHCP or to cease the EHCP.</p>	<p>Within four weeks of the Annual Review Meeting</p>	<p>If the LA fails to keep to this deadline, they are in breach of the law and you can make a complaint.</p>	<p>Date decision received</p>

<p>Where the LA decides to keep the EHC Plan the same</p>	<p>Within four weeks of the Annual Review Meeting</p>		
<p>If the decision is to keep the EHC plan the same, the LA must also provide the parent with ; -notice of their right to appeal to the First-tier Tribunal (Special Educational Needs and Disability) and the time limits for doing so; -information about mediation -information about the availability of disagreement</p>	<p>With the notice of decision</p>	<p>You can ask for the LA's reasons for their decision if this is not provided for.</p>	

resolution services			
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OR

Where the LA decides to amend the EHC plan	Within four weeks of the Annual Review Meeting		
If the decision is to amend the EHC plan, then the LA must send “without delay” a copy of the original EHCP and a notice of the proposed amendments and include any evidence supporting the amendments. They must also inform the parent/young person of their right to make representation about the content of the EHC plan and to request a particular school/institution.	“Without delay”		Date received
Parents/young people can respond to the content of the EHC plan and/or the proposed amendments, request that a particular school/institution is named. These can be written representations or request a meeting with the LA officer	Must be given at least 15 days in which to do this (details will be in the notice you receive)		Final date to submit representations
LA issues final EHC plan	Within 8 weeks of the date the LA sent the EHC plan and proposed amendments to parent/young person.	If the LA fails to keep to this deadline, they are in breach of the law and you can make a complaint.	Date final EHC plan received
The LA must provide the parent/young person with; -notice of their right to appeal to the SEND Tribunal and the time limits for doing so,	With the final EHC plan		

-information about mediation, -information about the availability of disagreement resolution services			
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OR

Where the LA decides to cease the EHC plan	Within four weeks of the Annual Review Meeting		
If the decision is to cease the EHC plan the same, the LA must also provide the parent with ; -notice of their right to appeal to the First-tier Tribunal (Special Educational Needs and Disability) and the time limits for doing so; -information about mediation -information about the availability of disagreement resolution services	With the notice of decision	You can ask for the LA's reasons for their decision if this is not provided for.	

Phase transition deadlines for annual reviews:	
From Primary school to Secondary school	15 February
From Secondary school to Post 16	31 March

These deadlines cannot be extended because the LA hasn't started the annual review in sufficient time to comply with the timeline.