



Council of the
ISLES OF SCILLY



THE EHCP ANNUAL REVIEW PROCESS

Guidance for the Annual Review of Education, Health and Care (EHC) Plans

Purpose of Review

The purpose of an EHCP Annual Review is:

- To gather and assess up-to-date information about the child / young person to ensure the special educational provision is effective and allowing them to make good progress towards achieving the outcomes and longer-term aspirations specified in the EHC Plan.
- To review the health and social care provision (where it is made for the child or young person) and its effectiveness in contributing towards achieving their outcomes.
- To consider the continuing appropriateness of the EHC plan taking into consideration the child or young person's progress during the previous year and where their circumstances have changed, whether there is a need to make changes to the EHC plan.
- The EHC Plan review meeting must be undertaken in partnership with the child / young person and their parents / carers.

Review Process

The process and timescales for the review meeting are set out below. It is important that dates for reviews are planned well in advance and it is recommended that the process of gathering information should start at least 6 weeks before the date of review.

The School and professionals consider if the EHC plan annual review can coincide with the statutory review for a child with a Child in Need (CIN) or Child Protection (CP) plan.

Seeking Advice

The setting must seek advice from the child / young person, their parents / carers and relevant professionals. Any advice gathered must be circulated to all those invited, at least two weeks before the review meeting. Invitations to the review meeting must include: the child's parents or young person, a representative of the

setting/educational base attended, a local authority SEN officer, a health service representative and a local authority social care representative. Other individuals relevant to the review should also be invited where relevant.

Reviews of EHC plans for children aged 0 to 5

For a child under five, it is good practice for the review of their EHC plan to take place at least every three to six months to ensure that the provision continues to be appropriate especially as they approach transition into school. Such reviews would complement the duty to carry out a review at least annually but may be streamlined and not necessarily require the attendance of the full range of professionals, depending on the needs of the child.

Transfer between phases of education

An EHC plan must be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow for planning for and, where necessary, commissioning of support and provision at the new setting.

The review and any amendments must be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools. The key transfers are;

- Early years providers to school
- Infant school to Primary School
- Primary school to Secondary

For young people moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan – including specifying the post-16 provision and naming the institution must be completed by the 31 March in the calendar year of the transfer.

Review of EHC plans for Young People aged 13+ - Preparing for adulthood in reviews

All reviews taking place from Year 9 at the latest and onwards must include a focus on preparing for adulthood, including employment, independent living and participation in society. Preparation for these reviews should begin early from year 8 to schedule in time to discuss their plans and aspirations with a careers service personal advisor, teaching staff and their family. At the review it is particularly important for the views, wishes and feelings of the child or young person to be expressed and recorded (this may have been submitted prior to the review meeting). The SENDCO will invite representatives from the relevant post-16 institution to these review meetings, particularly where the child or young person has expressed a desire to attend that institution.

Review meetings taking place in Year 9 should have a particular focus on considering options and choices for the next phase of education. In Year 10 there should be

support for the child and their family to explore more specific courses or places to study (for example, through taster days and visits) so they can draw up provisional plans. In Year 11 plans for their post-16 options will be firmed up. This should include contingency planning and what will happen if plans change (because of exam results for example).

A person centred planning approach

Annual reviews should follow the principles of person centred planning. This means the focus of the meeting should be to enable the child and their parents to say what they think about what has gone well in the past year, what is important to them now and their aspirations for the future. The 'parent's views' form will be the starting point and this should be sent with the Annual Review notification letter. At the meeting the child / young person and the parents should be encouraged to engage fully in the discussion and decision making and support can be provided through the advocacy service (if the child is open to social care), the Cornwall Information, Advice and Support Service (SENDiass) or an independent supporter.

Timeline	Actions	Documents
Early in the academic year the LA SEN Officer will identify annual reviews to be scheduled for the year ahead and deadlines	<ul style="list-style-type: none"> ▪ The annual review meeting must be held within 12 months of the date when the initial EHC plan was issued and then within 12 months of any previous review ▪ For children under 5 it is good practice to review the EHC Plan every 3 -6 months. 	Review timeline to be sent by the LA SEN Officer to the education setting
School SENDCo works to timeline of review meetings	<p>Set Annual Review (AR) meeting dates for identified child/student</p> <ul style="list-style-type: none"> ▪ SENDCo agrees meeting date with child/student and parents verbally or via email to ensure they are able to attend. ▪ SENDCo follows up with letter confirming agreed date and include parent/carer views form. ▪ SENDCo informs Local Authority SEN Officer and relevant professionals (if health professionals are required to attend it will be necessary to provide at least 8 weeks notice). ▪ SENDCo ensures the required people are invited (see above). ▪ NB: Where a Child in Need Plan (CIN) is in place the SENDCo will liaise with the Social 	AR letter Parent/carer

	Worker to synchronise reviews where possible.	
At least 6 weeks before the AR Meeting	SENDCo invites professionals involved with the child/ young person to complete Professional Advice for AR form to update current view of child/young person's needs and outcomes.	Professional Advice form is circulated Parent/carer views form
4 weeks before the AR meeting	SENDCo will gather progress data, complete section 1.7 in the Annual Review report. Gain feedback from teaching staff/teaching assistants/key worker to inform discussion at annual review meeting	Part 1 of the Annual Review form
	<p>SENDCo will arrange for the child/student to express their views. This may be communicated in whatever means is best suited to the child/student e.g. email, presentation, 'All About Me' style person centred materials, they may need support to do this.</p> <p>The SENDCo will Use this information to agree with the parent how the child will be included in the review meeting.</p> <p>At education phase transfer the SENDCo may wish to review Section A 'All about Me' from the EHC plan with the child / young person and consider if changes are necessary.</p> <p>Children and young people should be briefed about what to expect at the AR meeting, who will attend and what the focus of the meeting will be. This is especially relevant for Year 9 and subsequent reviews where the focus will be on preparation for adulthood (PfA).</p>	<p>Use age appropriate voice of the child / young person templates or appropriate formats for the child / young person to communicate</p> <p>See Local Offer for Guidance for supporting a child / young person complete their profile</p>

	<p>For Year 8 and above: It would be beneficial for young people to have an Information, Advice and Guidance (IAG) session with the School Careers Advisor in preparation for their AR so they can share their aspirations for the future at the meeting.</p>	Part 1 of the Annual Review form section 1.9
2 weeks before the AR	SENDCo circulates the draft AR report, views of child/student, parent/carers and professional's advice (where relevant), to all invited.	AR report (draft) Parent/carer Views Child/Student Views Professional Advice report(s)

At the Annual Review meeting

		Relevant documents
	The SENCO/ Setting Manager or SEN Officer chairs the meeting and checks the accuracy of details in sections; 1.1, & 1.2 (child and parent / carer details) 1.3 education placement details and 1.4 attendance at the meeting and cross referencing of the reports provided in support of the AR meeting, all reports referenced should be provided within the final EHC plan review submission	Child/young person's EHC plan and draft AR report (and copies for those attending) Attainment data collated prior to meeting
AR meeting – Part 1 This information must be collected prior to the meeting	The first part of the meeting should be about drawing together the views of all those invited including; section 1.5 the child or young person's contribution including their aspirations for preparing for adulthood section 1.6 the parent's views and contributions section 1.7 records the child / young person's attainment, progress, assessment and any other achievements since the last review section 1.8 records the child / young person's Strengths and Special Educational Needs*	Parent view Child / young person's view Professionals reports

	<p>*This section relates to what the child or young person finds difficult or challenging in terms of their learning. This is not what they need in terms of provision or a medical diagnosis. If child / young person does not have SEN in a particular area the strengths section is completed and stated as none for SEN.</p>	
<p>AR meeting – Part 2</p>	<p>Part 2 of the meeting reviews the progress made towards outcomes, impact and effectiveness of provision from the EHC plan across the 4 areas. This is covered in Section 1.9 of the form;</p> <ul style="list-style-type: none"> ▪ agree if outcomes for the child/young person and the support/ provision required to achieve them remain relevant or need amending • If the child / young person is in, or beyond, the year in which they are 13 years old, the meeting must consider the outcomes and provision, if any, is required to help prepare them for adulthood and independent living • agrees whether the EHC plan needs to be maintained or ceased <p>Section 2.1 and section 2.2 are to be completed as a result of the discussion at the AR meeting if the parent / child / young person’s view given at their meeting are <i>in addition</i> to any contribution prior to the meeting.</p> <p>Section 2.3 records the current health needs, including the involvement of health professionals.</p> <p>Section 2.4 records the current social care needs including the involvement of social care professionals.</p>	<p>Student/young person’s career action plan ‘My hopes, dreams and aspirations’ or similar completed by child / young person</p> <p>Reports from the relevant health professional(s)</p> <p>Report from the Child / Young Person’s Social Worker</p>

	<p>If there are health needs Section C and Section G of the EHC plan should be reviewed and aligned to ensure they are compatible.</p> <p>If there is a CIN or CP plan in place Section D, H1 and H2 of the EHC plan outcomes should be reviewed and aligned to ensure they are compatible.</p> <p>Section 2.5 reviews resourcing and education placement.</p> <p>Section 2.6 where applicable is to be completed when a child or young person is transitioning to a new education phase and should be completed in year 5 ahead of year 6 – 7 transition and in year 10 ahead of year 11 – post 16 transition.</p> <p>Section 2.7 must be completed If there is a personal budget attached to the EHC plan, the meeting should review the use of the budget and consider whether any amendments are required.</p> <p>Section 2.8 records the recommendations of those present at the EHC plan review meeting in line with the LA’s criteria and the child / young person’s progress.</p> <p>Section 2.9 records any other information people attending the meeting wish to share including any points raised in the meeting where consensus could not be reached.</p> <p>Section 2.10 records the signature of the SENDCo and / or Head teacher.</p>	
<p>Within 2 weeks of AR Meeting</p>	<p>The SENDCo completes Part 2 of the AR report, the report is signed and is sent to the LA SEN Officer and all those invited to review.</p>	<p>AR Report is circulated</p>

<p>Within 4 weeks of AR Meeting</p>	<p>The LA will conclude the review process. Options considered will be to:</p> <ul style="list-style-type: none"> o Maintain the plan o Amend the plan o Cease to maintain the plan <p>A letter informing the parents / young person and school / setting of the outcome of the review will be sent.</p> <p>Where the LA proposed to amend an EHC plan, it must send the child’s parent or young person a copy of the existing (non-amended) plan and an accompanying notice providing details of the proposed amendments, including copies of any evidence to support the proposed changes. Parents of the young person are informed that they can request a meeting with the Local Authority to discuss the proposed changes.</p> <p>The parent / young person must be given 15 calendar days to comment and make representations on the proposed changes, including requesting a particular school or other institution to be named in the EHC Plan.</p>	<p>Acknowledgement of recommendations from AR letter to parents /young person/ school/ setting</p> <p>Proposed Amended version of the Plan sent by the LA SEN Officer</p>
<p>Within 8 weeks of the original amendment notice</p>	<p>Following representations from the child’s parent or the young person if the LA decides to continue to make amendments it must issue the amended EHC plan as quickly as possible and within 8 weeks of the original amendment notice. If the LA decides not to make the amendments it must notify the child’s parent or the young person explaining why within the same time limit.</p>	
	<p>The final amended Plan will be sent to the child / young person’s parent / carer and all professionals involved in the Annual Review meeting whether attended or not. All reports referenced will be appended. Information informing parents / carers / young person of their rights to mediation</p>	<p>Final amended Plan sent by the LA SEN Officer. The new Plan should state that it is an amended version of the</p>

	and appeal and the time limits for doing so must also be included.	original EHC plan and the date on which it was amended as well as the date of the original plan
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How the Sections in the Annual Review Report Form link to the Sections in the EHC plan

Annul Review Form section	EHC Plan section
1.5 - Child or young person's contribution prior to the AR meeting 1.6 - Parent's views prior to the AR meeting 2.1 - child or young person's views discussed at the AR meeting 2.2 - parents views discussed at the AR meeting	Section A – The views, interests and aspirations of the child / young person and their parents
1.8 – Strengths and Special Educational Needs	Section B – All SEN must be specified
2.3 – Health needs discussed at the AR meeting which relate to SEN	Section C – The EHC plan must specify any health needs identified through the needs assessment which relate to the child's or young person's SEN Section G – Health provision
2.4 – Social Care needs which relate to SEN	Section D – The EHC plan must specify any social care needs identified through the EHC needs assessment which relate to the child or young person's SEN or which require provision for a child or young person under 18 under section 2 of the Chronically Sick and Disabled Persons Act 1970 Section H1 and H2 – Social Care Provision
1.9 – EHC plan outcomes: Progress and SEN provision over the last year or since the last EHC plan review	Section E – A range of outcomes for the child / young person Steps towards meeting the outcomes

	<p>The arrangements for monitoring progress</p> <p>Section F – Provision for the child / young person. Provision must be specified for each and every need specified in Section B</p>
2.5 – Education placement	Section I - The name and type of educational establishment to be attended by the child or young person
2.7 – Personal Budget statement	Section J – Detailed information on any Personal Budget that will be used to secure provision in an EHC plan
1.4 – Documents provided in support of the EHC plan review	Section K – the advice and information gathered during the EHC needs assessment must be set out in appendices to the EHC plan – this should be a list of this advice and information

If you require any support or further information regarding the EHC plan Annual Review process, please contact;

LocalOfferScilly@scilly.gov.uk

or contact Children and Family Services on 01720 424490.