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|  | **EDUCATION, HEALTH AND CARE PLAN** **ANNUAL REVIEW PROCEDURE****(in accordance with the Children and Families Act 2014 and SEND Code of Practice 2015)** |
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| **STEP 1** | **IN PREPARATION FOR THE ANNUAL REVIEW OF AN EHC PLAN** Educational setting will send **invites** and **request advice and information** (at least 4- 6 weeks before the meeting) about the child/young person (CYP) from all relevant professionals including:* Parent/care/child/young person
* Education/school/setting
* Health and Social Care
* Any other relevant person identified

Children in transition years i.e., Nursery to reception and Primary to Secondary should have their reviews during the Autumn Term to enable receiving school to be named prior to 15th February.Young people transitioning from Y11 to Post 16 should have their reviews late Autumn/early Spring to enable receiving providers to be named prior to 31st March. | **4 - 6wks.****prior to AR** |
| **STEP 2** | **CIRCULATION OF REPORTS**The educational setting will circulate the reports they have prepared and obtained for AR to parents and all professionals invited to attend. | **2 wks. prior to AR** |
| **STEP 3** | **THE ANNUAL REVIEW MEETING**The Educational setting will normally chair the AR meeting. It should be held in the style of a Person-Centred Planning Meeting. The format of the meeting must enable full involvement of the parent, CYP and consider their views, wishes and feelings, especially when making decisions. The meeting:1. must focus on progress made towards achieving outcomes
2. must establish whether the current outcomes remain appropriate and if required agree new ones
3. must review the short-term targets and set new ones
4. must review the special educational provision and the arrangements for delivering it to ensure it is still appropriate and enabling good progress
5. review any health and social care provision and check its effectiveness towards achieving the outcomes
6. check if the aspirations have changed (to be considered in the context of paid employment, independent living and community participation
7. must check if the parent/YP would like to request a Personal Budget.
8. At Y9 onwards must focus on the Preparation for Adulthood
 | **The AR** |
| **STAGE 4** | **FOLLOWING THE MEETING*** The educational setting (host) must complete the AR1 and a Tracked Change document should there be any recommendations for amendments to be made to the EHCP.
* This should include where there are differences of opinions and not just the consensus.
* **This must be sent to everyone who had been invited to the meeting and the LA, with all supporting reports, within 2 weeks of the meeting taking place.**
* **Information is submitted to the LA via Capita’s Professional Portal**
 | **Within 2 wks. of AR** |
| **STAGE 5** | **ANNUAL REVIEW DOCUMENTATION RECEIVED BY THE LA**Upon receiving the report of the meeting and supporting documentation the LA will decide which **one** of the 3 following options applies: | **Within 4 wks of the review meeting and within 12 months of first plan/last review** |
| 1. **No changes/Minor Amendments**

**To remain unchanged (even if there are minor amendments)** | **B. Cease EHCP****EHCP no longer required** | **C. Proposed amendments** **There are major changes required to update the EHCP**  |
| **The LA must inform the parent/YP of the decision** **within 4 weeks** **from the Annual Review meeting** and this date should be (no later than the anniversary of either when the EHCP was first issued or the last review.)1. **No changes/Minor Amendments to be made to the EHCP**
* Notification letter sent to parent/YP within 4 weeks of the AR meeting
* Parents have right of appeal
1. **Ceasing an EHCP**
* Notification letter sent to parent/YP within 4 weeks of the AR meeting
* Parents have right of appeal
1. **Amendments to EHCP proposed**
* Letter sent to parent/YP, within 4 weeks of AR meeting, with:
* Copy of the existing EHCP with tracked changes suggesting the proposed changes
* A draft amended plan including agreed tracked changes
* Copies of any evidence to support the proposed changes
* Offer to request a meeting with the LA to discuss proposed changes
* 15 days given to comment and make representations on proposed changes, including requesting a particular school or other institution
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| **STAGE 6** | Following any representations from parents, a Final Amended EHCP will be issued as quickly as possible and **within 8 weeks of the Draft Amended Plan**.Parents have right of appeal | **8 wks.** |
| **STAGE 7** | **FINALISED**Review is completed. Next review will take place within 11 months of this review date – not from the date the Final Amended Plan is issued  | **Within 12 weeks of Step 3** |

**Transfers between phases of education**

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

**Early years – Reception**

Primary School must be named in the EHCP by **15 February.** Therefore, reviews must be held before Autumn half term of the previous year.

**Secondary Transfers**

For parents to have time to consider their options in choosing a secondary school, **the Y5 annual review should be held in the summer term**. A SEN Officer will attend this meeting, where possible to explain the consultation process to parents/carers and provide advice and information. The minutes of this meeting together with the updated EHCP will then be shared with potential secondary schools in the Autumn when the child starts Y6. The secondary School must be named in the EHCP by **15 February**.

**Preparing for Adulthood reviews**

All reviews taking place from Y9 onwards at the latest and onwards **must** include a focus on preparing for adulthood, including employment, independent living and participation in society. The transition planning must be built into the EHCP and where relevant should include effective planning for young people moving to adult care and health services.

**Post 16 transfers**

For young people and their parent/carers to consider their options when moving from secondary school to a post-16 institution, **the Y11 annual review must be held in Autumn Term or very early Spring Term**. The minutes of this meeting together with the updated EHCP will be shared with potential post 16 providers. The post 16 provision must be named by **31 March** of the calendar year of the transfer.