Early Autumn Term - Preparation

- The LA will request that all settings inform them of which annual reviews will be held on which dates/times over the academic year
- On receipt of this information, the LA will inform settings of any additional or early reviews that need to take place
- The setting will agree a meeting date with the Child/Young Person (CYP), parents/carers and professionals that is within 12 months of the last annual review meeting date
- The setting will work with the CYP, parent/carer and professionals to agree what information is needed to support robust discussion at the meeting and will ensure this is requested

2 weeks prior - Formal Communication

- The CYP, parent/carer, a representative from the school, a LA SEND Officer, a health service representative and a LA social care representative must be invited and given at least two weeks notice
- SEND Officers will attend all looked after children and transition reviews (in Nursery, Year 5 and Year 9) and exceptional cases by request of the setting or parent/carer
- The setting will circulate all the available reports, advice and annual review documentation to all required attendees at least two weeks before the annual review meeting

Annual Review Meeting

- The annual review meeting must be person centred
- The LA must consult the CYP and parent/carer and take account of their views and wishes
- All in attendance will review the CYP’s progress towards outcomes and whether the outcomes remain appropriate
- The setting will complete the annual review summary report recording the views of all those present, what changes might be needed in terms of provision and whether changes are needed to the outcomes themselves

2 weeks after annual review (WEEK 2)

- The setting will circulate the completed annual review summary report and documentation to all those invited to the Annual Review, including the Local Authority
- The report must set out recommendations of any amendments to be made to the EHC Plan, any professional advice and all recent up to date information obtained about the child or young person

4 weeks after annual review (WEEK 2 - 4)

- Within 4 weeks of the annual review meeting, the LA will decide whether to; maintain the EHC Plan in its current form, amend it or cease to maintain it and notify the parent/carer or young person and setting
- If the decision is to amend the EHC Plan, the LA must send notification, highlighting any amendments and giving parents/carers 15 days consultation period in which to make representations about the content

8 weeks after notification sent (WEEK 4 - 12)

- The LA will issue an amended EHC Plan within 8 weeks of any notification of proposed changes or will make the decision to not amend the plan and inform the parents/carers as to the reasons why