ANNUAL REVIEW OF THE EDUCATION, HEALTH AND CARE PLAN

What is an Annual Review?

- An annual review is the process that looks at the Education, Health and Care (EHC) Plan; reviewing whether the special educational needs, outcomes, and provision detailed in the EHC Plan are still relevant to your child or young person.
- The Annual Review will involve a meeting. This meeting is led by the Plan Co-Ordinator (usually the Special Educational Needs Co-Ordinator) of the school /setting.
- The process is completed when the Local Authority makes its recommendations regarding the EHC Plan following receipt of the Annual Review report from the school / education setting.

When will the Annual Review happen?

- An EHC Plan must be reviewed at least every 12 months.
- The final EHC Plan will detail the date that meeting must take place by in the first year.
- Reviews in following years will take place within 12 months of the first review.
- The Annual Review can be bought forward if your child / young person is experiencing particular difficulties, or the level of support or placement in the EHC Plan is not meeting your child/ young person's special educational needs.
- The Local Authority may also request the annual review be bought forward if your child/ young person is in a 'phase transfer' year and will be moving school (e.g. infant to junior or junior to secondary school).

Starting the annual review process

- It is recommended that at least 4 weeks before the planned Annual Review meeting, the school / education setting invite parents and all professionals involved with your child/ young person to the annual review meeting. If the meeting is considered urgent, it may not be possible for 4 weeks' notice to be given.

- At this stage, the school will also be asking for any reports that professionals may have already written or a report of their recent involvement, since the issue of the EHC Plan (or the last annual review meeting).
- Two weeks before the Annual Review meeting, the Plan Co-Ordinator will circulate a copy of the draft annual review form and any reports that other professionals have sent to all those invited to the meeting.

The Annual Review meeting

- The meeting should be held in 'person-centred' way. This means that the meeting should focus on what is important to your child/ young person, now and in the future, what support your child/ young person needs and what is working and not working in their life.
- Every child/ young person should be invited to attend the review meeting, however it is recognised that depending on your child / young person's age and special educational needs, it may not be appropriate for them to attend the meeting, for all or part of the meeting. If your child /young person is not able to attend, then they should be able to contribute to the Annual Review process by completing the 'This is Me Now' form or conveying their views in another format which may include a presentation / video.
- Your views will also be very important. The Plan Co-Ordinator may have already discussed your views and how you can contribute to the meeting.
- The meeting should ask the following questions:
    - What do we like and admire about the child/young person?
    - What is important to the child/ young person now?
    - What is important to child/ younger person for the future?
    - What support does the child/ young person need to stay healthy and safe?
    - Questions to ask & issues to resolve
    - What is working well?
    - What isn't working well?
- If you feel that you may need support at the Annual Review meeting, for example with being able to express your views, please contact the Portsmouth SEND Information, Advice and Support Service who can provide support.
- The meeting will also focus on the content of the EHC Plan and will review the Outcomes and support detailed within the plan.
- The meeting can take between 1-2 hours.

What happens after the annual review meeting?

- Within two weeks of the Annual Review meeting, the Plan Co-ordinator will complete the annual review paperwork and ask you to sign the form before giving you a copy and circulating the form to all the professionals involved with your child/ young person, even if they did not attend.
- The Plan Co-ordinator will also send a copy of the final review paperwork to the SEN Team who have four weeks from the meeting date to propose that the Local Authority will keep the EHC Plan as it is, amend the EHC Plan or cease to maintain the EHC plan. The SEN team will notify you of the Local Authority recommendation.
- Part of the process in making the recommendation may require your child / young person being discussed at the Inclusion Support Panel to ask their advice.
- If the recommendation is not to amend the EHC Plan or to cease to maintain the EHC Plan, then you will have a right to appeal the decision.
- If the recommendation is to amend the EHC Plan, then the SEN team will start the process and you will be sent a copy of the proposed amendments in due course.

Useful contacts:

- Council for Disabled Children: www.councilfordisabledchildren.org.uk
- Portsmouth SEND Information, Advice and Support - free, independent and impartial support for parents, carers and young people: www.barnardossendiass.org.uk/portsmouth-sendiass or 023 9323 3656
- Portsmouth Local Offer: www.portsmouthlocaloffer.org.uk
- Portsmouth City Council - Inclusion Service, SEN Team: sen.education@portsmouthcc.gov.uk or 02392 841238
- Dynamite: the voice for the young people of Portsmouth who have a disability. Email: dynamite@aldingbourne.org telephone: 023 9282 2026
- Preparing for Adulthood: www.ndti.org.uk/search?tag=preparing-for-adulthood NDTi - NDTi

Portsmouth CITY COUNCIL

Day 1

Annual Review meeting invitation

The Plan Co-ordinator (usually the SENCO of the school / education setting) invites parents and all the professionals involved with the child/ young person to the Annual Review meeting.
The Plan Co-ordinator also requests any reports that professionals may have already written or a report of their recent involvement, since the issue of the EHC Plan (or the last annual review meeting).

Week 2

Circulation of pre-meeting reports

Two weeks before the Annual Review meeting, the Plan Co-ordinator will circulate to all those invited to the meeting, a copy of the draft annual review form and any reports that other professionals have sent.

Week 4

Annual Review meeting

This meeting should be led by the Plan-Co-ordinator and held in 'person centred' way. The meeting will review whether the needs, outcomes and special educational needs detailed in the EHC Plan are still relevant to your child or young person.

Week 6

Circulation of the Final Annual Review report

The plan co-ordinator will send a copy of the final Annual Review report to parents, all professionals involved and to the SEN Team.

Week 8

Local Authority Recommendation

The SEN team will consider the contents of the annual review report and will write to parents and all professionals to notify them of the Local Authority proposal.

Recommendation - to amend the EHC Plan

The amendment process will be started.

Recommendation - to maintain with no changes or cease to maintain the EHC Plan

You will have a right to appeal this decision.

A copy of the proposed amendments to the EHC Plan will be sent to parents, in due course.

SEND