

# Central Bedfordshire SENDIASS

## ANNUAL REVIEWS



Special Educational Needs & Disability  
Information, Advice & Support Service

## What is an Annual Review?

If your child or young person has an Education, Health & Care Plan (EHCP), they must be reviewed at least every 12 months (and every six months for a child under five). This is called the Annual Review and schools should convene this review.

## Interim Review

If a child with an EHCP is at risk of disaffection (not wanting to attend school) or exclusion, the school or the local authority can call for an interim review or an early review. They can also meet informally with you before the yearly date, if there is concern about your child.

The Annual Review is a meeting, normally held in your child or young person's school or educational setting. Everyone who is involved with your child or young person (e.g. occupational therapist, educational psychologist, speech therapist) is invited to attend or send written comments such as reports. Invitations are sent out by the school SENCO at least two weeks before the date of the meeting.

## The Annual Review meeting will:

Record any changes in your child's/young person's circumstances.

Consider progress and whether the EHCP is still appropriate and meeting needs.

Recommend amendments to the EHCP or make the decision to cease it, if appropriate.

Set new targets for the year ahead in the form of short term goals.

Bring together the views of all involved.

The Annual Review is an **important opportunity** for your child or young person and you as a parent/carer to share your views, aspirations and goals.

You as the parent/carer or young person can take someone with you to the meeting. This can be a friend, relative or someone from Central Bedfordshire SENDIASS.

## Who will attend the meeting?

The Headteacher or the SENCO will invite you, your child/young person, people who have worked with your child, professionals who have been involved, possibly a representative of the local authority SEND Support Team and anyone else you and school feel can provide helpful up to date information or advice. Some people who are invited may not attend.

## Will there be paperwork?

All of the people invited will be asked to submit a report and copies of all of the reports should be available to everyone before and at the meeting. Copies of reports should be sent out two weeks before the meeting. You will be asked to give your views and your child or young person will be asked for their views as well. It is important to try to ascertain what your child or young person thinks about the support that they are receiving and how it works for them.

## What will happen at the meeting?

Your child or young person's progress will be discussed, and the SENCO should talk through each part of the current EHCP to see what is relevant/working/not working. Copies of the current EHCP should be available for all to read. Your child or young person should be at the centre of the discussions and take an active part. Ask questions, check details, ask for any explanations which will make things clearer. The Annual Review is something to be actively part of, not something that is done to you.

Everything discussed in the meeting is officially recorded, so this is a chance to make changes where they are appropriate and necessary.

## **What happens next?**

A report of the Annual Review meeting, summing up what was said and agreed, making recommendations, is sent to the local authority SEND Support Team along with all the reports that were submitted. Everyone who attended the meeting, or sent in a report, will be sent a copy. The local authority SEND Support Team will send out an amended EHCP to you and your child or young person and ask you to comment on any amendments made.

## **What if my child is transitioning schools?**

If your child is about to change school phase (e.g. lower to middle or middle to upper) a Transition Review should be held.

# **Parent/Carer notes on who should be invited to the Annual Review**

# **My child's/young person's views for the Annual Review**

# Parent/Carer views on the Annual Review

**CBCSENDIASS has made all reasonable efforts to ensure that the information contained in this leaflet is accurate and up to date at the time of publication. It does not constitute legal advice and CBCSENDIASS cannot accept any responsibility for any loss or damage suffered as a consequence of any reliance placed upon it.**

## Further Information

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