



ANNUAL REVIEWS of Education, Health and Care Plans

A GUIDE FOR PARENTS AND CARERS

What is an Annual Review?

If your child has an Education, Health and Care Plan or a Statement of Special Educational Needs, the Local Authority **must** review the progress your child or young person is making at least every 12 months. If the child is under 5, then the reviews should happen every 6 months. Reviews **must** focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan. The review **must** also consider whether these outcomes and supporting targets remain appropriate.

Are some annual reviews more important than others?

An annual review is an important meeting and parents/carers should always attend if possible. In most school years, annual reviews will be fairly straightforward. Sometimes the meeting will also need to focus on the next phase of your child's educational journey, for example, from primary school to secondary school.

For pupils in mainstream schools the annual reviews in Year 1 and Year 5 are the key ones where there should be a discussion regarding the school they should attend for the next phase. Your attendance at these reviews is vital in ensuring your views are heard.

What is a transition review?

The annual review that happens in Year 9 is also called a transition review because it begins the process of looking ahead to the move out of school and into adult life and opportunities. The Preparing for Adulthood Section on the Lewisham Local Offer Website has useful information on this section and can be found at <http://www.lewishamlocaloffer.org.uk/#/>.

What is an interim review?

- An interim (or emergency) review is one that takes place outside the normal 12-month period. It is usually called if:
 - It was recommended at the previous annual review, or
 - A school identifies that a pupil with an EHC Plan (or a Statement of Special Educational Needs) is at serious risk of disaffection or exclusion, or
 - A pupil has needs that are known to change rapidly, or the pupil's primary need has changed.

Further details on what to expect at each stage of the annual review process are later in this guide.

An annual review is not a decision-making meeting. It can only make recommendations to Lewisham Local Authority who will then make a final decision on the basis of the recommendations.

Before the meeting:

Your child's educational setting should have informed you:

- Why it is happening
- Where the meeting is taking place
- The time the meeting is taking place
- Who will be there
- A draft copy of the review should have been received



Think carefully about:

- ✓ What I want to achieve?
- ✓ What outcomes others might want?
- ✓ How I am feeling and how best to express this?
- ✓ Have I written down all of the questions I want to ask?
- ✓ Have I got all of the information and paperwork I need?
- ✓ Do I want someone to go with me?
- ✓ Are my child's views fully represented?



After the meeting:

- ✓ Is there anything I need extra clarity with?
- ✓ Am I happy with the way things have gone?
- ✓ Do I feel that agreements have been reached?
- ✓ Can we all stick to these agreements?
- ✓ Does everyone (including me and my child) know what they are doing next?
- ✓ When will I see the notes/minutes of the meeting?
- ✓ When are we going to review progress?

The Annual Review Process:

Stage 1

- **The SenCo (or Headteacher) will collect and collate information for the review.**
- This includes obtaining the views of parents/carers, a representative from Lewisham LA and the child/young person's teacher.
- Other relevant professionals will also be invited, for example, Educational Psychologists, Social Services or Health Services.
- All parties must be given at least two weeks notice of the review taking place.

Stage 2

- **The Annual Review Meeting takes place:**
- The meeting must focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan
- During the meeting all involved will consider what changes might need to be made to the support that is provided to help your child/young person to achieve those outcomes, or whether changes are needed to the outcomes themselves.
- **Children, parents and young people should be supported to engage fully in the review meeting.**

Stage 3

- **Following the Annual Review Meeting, the SCHOOL must:**
- Prepare and send a report of the meeting to everyone invited within two weeks of the meeting.
- The report must set out recommendations on any amendments required to the EHC plan, and should refer to any difference between the school or other institution's recommendations and those of others attending the meeting.
- *n.b. if the child/young person does not attend a school or college, Lewisham Local Authority are responsible for ensuring this report is issued.*

Stage 4

- **Following the Annual Review Meeting, Lewisham Local Authority must:**
- Decide whether it proposes to keep the EHC plan as it is, amend the plan, or cease to maintain the plan, and notify the child's parent or the young person and the school or other institution attended.
- This decision will be communicated within four weeks of the review taking place.
- If the plan needs to be amended, the process of amendment should be started without delay .
- If Lewisham Local Authority decides not to amend the plan or decides to cease to maintain it, they must notify the child's parent (or the young person) of their right to appeal that decision and the time limits for doing so, of the requirements to consider mediation if appealing, and the availability of information, advice and support and disagreement resolution services.

If you feel you would like some independent advice or support at any time, you can contact:

Lewisham SENDIASS

Lewisham Central Community Hub
Leemore Centre
29-39 Clarendon Rise
SE13 5ES
Tel: 0203 319 2163
Email: lewisham@kids.org.uk

Lewisham Contact-a-Family

Lewisham Central Community Hub
Leemore Centre
Bonfield Road
SE13 5EU
Tel: 020 8297 8056
Email: lewisham.office@cafamily.org.uk
www.cafamily.org.uk/advice-and-support/in-your-area/offices/lewisham/

IPSEA (Independent Parental Special Education Advice)

0800 018 4016 – General Advice Line
0845 602 9579 – Tribunal Help-line
www.ipsea.org.uk

Special Educational Needs Code of Practice

Ref:DFES 0581/2001

Copies are available to download from:

www.education.gov.uk

or can be obtained from:

Department for Education Publications
Department for Education
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