

Annual reviews of Education Health and Care plans Guidance for Colleges*

The Annual Review of an Education Health and Care plan or Statement of SEN is the process by which the outcomes set out in the plan and the effectiveness of provision are reviewed and new targets are set for the coming year. The young person is at the centre of this process and is involved in discussion and decisions along with professionals and usually with his or her family.

What the SEND Code of Practice (2015) says

About the importance of working with the family:

- Reviews must be held in partnership with the child and their parent or the young person and must take account of their wishes and feelings (including the right to request a Personal Budget)

About what should be reviewed:

- The review must focus on progress towards the outcomes specified in part E of the plan
- The review must consider whether these outcomes and supporting targets remain appropriate
- The review should consider the special educational provision that is being made to ensure that it is effective in ensuring access to teaching and learning and good progress
- The review should consider the health and social care provision that is being made and its effectiveness in ensuring good progress towards outcomes
- Interim targets (eg the 'in a year's time' in Annex A) should be reviewed

About forward planning:

- The review should consider the continuing appropriateness of the EHC plan and whether changes are required including whether the EHC plan should be discontinued
- New interim targets should be set for the coming year and new outcomes agreed where appropriate
- All reviews from year 9 onward must include a focus on preparing for adulthood

About the timeframes and responsibilities:

- The first review must be held within 12 months of the date when the EHC plan was issued and then within 12 months of any previous review
- The local authority's decision following the review meeting must be notified to the child's parent or young person within four weeks of the review meeting **and within twelve months of the date of issue of the EHCP or previous review**. This means that the Annual Review meeting needs to be held **eight weeks** before the twelve month period ends.

*'College' encompasses FE colleges, specialist colleges, sixth form colleges, 16-19 academies and special post-16 institutes approved under section 41 of the Children and Families Act 2014

- The local authority should provide a list of children and young people requiring a review to all headteachers or principals of the provision attended by them at least 2 weeks before the start of each term.
- The child's parents or young person, a representative of the school/college, the SEN Officer, a health service representative and a social care representative must be invited and given at two weeks' notice of the review meeting
- The school/college must seek advice and information about the child or young person prior to the meeting and circulate that to those invited at least two weeks before the meeting
- The school/college 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 an amendments required to the EHC plan and should reference any difference between the school, college or setting's recommendations and those of others attending
- Within four weeks of the review meeting the local authority must decide whether it proposes to keep the EHC plan as it is or amend it or cease to maintain it, and notify the child's parents or the young person and the school, college or setting.
- Where an EHC plan is to be amended the local authority must issue the amended EHC plan within 8 weeks of the original amendment notice.

Good practice guidance

We will write to colleges in May, October and February with details of those and young people who will require an Annual Review in the following term.

The attached activity schedule sets out the actions, roles and responsibilities in preparing for and carrying out an Annual Review. It can be used as a checklist for each young person. The paperwork and examples referred to **in bold text** in the schedule are available at:

An agenda for the review meeting is also attached.

Getting help

Further guidance and advice can be obtained from the SEN casework team:

Central (Oxford)

Knights Court, 21 Between Towns Road, Cowley, Oxford. OX4 3LX

Tel: 01865 815275

North (Cherwell and West Oxfordshire)

Samuelson House, Tramway Road, Banbury, Oxon, OX16 5AU

Tel: 01865 816681

South

Abbey House, Abbey Close, Abingdon, OX14 3JD

Tel: 0845 641 6402

**For each young person who will undertake an Annual Review (AR)
 Actions checklist**

| | Action to be taken | Action date | Date of action |
|---|--|-------------|----------------|
| 8 weeks prior to the AR meeting | If you have significant concerns about a young person please discuss these with your SEN officer at this point. | | |
| | Write to the young person inviting them to the meeting. The letter asks young people to name anyone that they would like to invite to the review and gives information about getting support. With the letter include the form for them to record their views and wishes. The young person is asked to respond within two weeks. | | |
| 6 weeks prior to the AR meeting | As soon as the meeting is confirmed send your SEN Officer notification of the meeting date and time, highlighting if and why their attendance is requested. | | |
| | Invite all relevant people to provide updated reports and attend the meeting. | | |
| | Support the young person to think about and record his/her views and wishes. | | |
| | Check he/she know that they can ask for support from SENDIASS | | |
| 4 weeks prior | Prepare for the best participation at the meeting: allow sufficient time, choose a space where people have enough space to sit and write comfortably and see and hear each other. | | |
| | Prepare the college report for the annual review. | | |
| 3 weeks prior to the AR meeting | The young person returns the record of their views | | |
| | Practitioners return updated reports and confirm whether attending | | |
| | Collate updated reports, the young person's views and send to all those attending the meeting | | |
| 1 week prior to the AR meeting | Ensure that the young person knows that it is his/her meeting. Give choices where possible (seating arrangements, refreshments, music). Check how he/she wishes to contribute. | | |
| | Agree chairing and recording roles. | | |
| | Prepare what to say and take to the meeting. Be clear what is important for the young person. | | |
| | Check the support the family wants if attending | | |
| | Print off a copy of the young person evaluation form to give out at the meeting | | |
| See the AR meeting agenda attached for how to structure the meeting | | | |
| Within 2 weeks | Send the completed record of the meeting to your SEN officer along with an annotated copy of the EHCP (or statement) with any changes proposed and the other paperwork listed on the meeting record form. | | |
| Within 4 weeks of meeting | Your SEN Officer will inform you and the young person whether it proposes to keep the plan (or statement) as it is, amend it or cease to maintain it. | | |
| Within 8 weeks of the notice to amend | Where we propose to amend the plan the SEN team will send a copy of the original plan plus the proposed amendments to the young person. They may request a meeting to discuss the changes. They then have 15 days to comment. | | |
| | Following comments from the young person the SEN Officer will decide whether to continue to make amendments and then issue an amended plan, or notify the young person why amendments are not being made. | | |

Model agenda for an Annual Review meeting

Please remember to check whether there are any safeguarding concerns at an appropriate point in the meeting.

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| 1 | Welcome, introductions and purpose <ul style="list-style-type: none"> Record attendees/non-attendance (on Annex A: People who have offered to help) and if there are any different people involved in supporting the plan Ensure administrative details are correct and record any change of circumstances | Chair | 5 mins |
| 2 | The young person's strengths <ul style="list-style-type: none"> Highlight achievements and successes | All | 10 mins |
| 3 | Review progress <ul style="list-style-type: none"> towards each outcome in Section E and annex A of the plan and the effectiveness of the education, health and care provision in Sections F-G in helping the young person to make good progress Note any changes in the young person's needs Consider whether the outcomes are still appropriate? Does the plan need amendment? Should the plan be discontinued? | All | 30 mins |
| 4 | Agree new outcomes <ul style="list-style-type: none"> for Section E of the plan if required For what will have been achieved in a year's time Draft a new Annex A All reviews from year 9 must include a focus on preparing for adulthood Note any proposed changes to the provision Review/discuss any personal budget | All | 30 mins |
| 8 | Summarise <ul style="list-style-type: none"> Key actions Any areas of disagreement | Chair | 5 mins |
| 9 | Conclusion <ul style="list-style-type: none"> Give out evaluation forms Confirmation of timescales for remaining processes Thanks | Chair | 5 mins |