



## **Annual Review meetings**

### **What is the Annual Review?**

If your child has a Statement of Special Educational Needs, the Local Authority (LA) must review the Statement at least once a year based on evidence received. For children under five, a review may take place every six months. It is the school's responsibility to arrange the Annual Review meeting. Parents can request that the school hold an early or interim Annual Review if they have significant concerns. The majority of evidence will be taken from the report created as a result of an Annual Review meeting. At this review meeting your child's progress will be discussed to ensure the Statement continues to meet his/her needs. If there is concern about a child's progress, the Annual Review may be brought forward.

### **Why does there need to be an Annual Review meeting?**

The purpose of the meeting is to review your child's Statement by:

- Bringing together the views of you, your child and all those involved in helping your child
- Reviewing the progress your child has made in all areas
- Reviewing the special provision made for your child
- Ensuring that targets set previously are being achieved and to set new targets for the next year
- Recommending amendments to the Statement. The LA will only amend your child's statement if there is a major change to your child's needs e.g a medical diagnosis.
- Considering whether a Statement is still required

### **Who may attend?**

Your child's head teacher must invite:

- You - parent's/carer's views are very important and you can discuss what your child is like at home, how he/she manages homework, friends, family [n.b You are also allowed to bring someone with you for support if you wish (ie. friend, relative or other support from Parent Partnership or similar)]
- A relevant teacher
- A representative from the LA
- The child's Social Worker if appropriate
- Anyone else the head teacher considers appropriate. [n.b. If there is anyone else you feel should be invited (e.g. private therapists involved in child's care) make it known to the school]

It is unlikely that everyone invited will be able to attend the review meeting. The head teacher will try to ensure that the date of the meeting is convenient for you and for those people who have had most contact with your child.

### **What happens before the meeting?**

The head teacher must ask for written reports from:

- You - parent's/carer's views are very important
- Your child's teachers
- All others invited to the review meeting.

The head teacher must then:

- Send copies of the written reports to all those invited to the review meeting at least two weeks before it takes place.
- Invite further views, including comments from those who are unable to attend the meeting.

[n.b. If there is anyone else you feel should contribute (e.g. private therapists involved in child's care) their reports can be included even if they are not invited or cannot attend the review.]

### **Will your child be involved?**

Pupils should be encouraged to give their views in the review process. Wherever possible your child should attend all or part of the Annual Review meeting. You may wish to talk to the school about your child's involvement in the review process. [n.b You may find these forms useful to fill out with your child in advance of the meeting.

[www.torbay.gov.uk/sen-young-persons-views-primary.doc](http://www.torbay.gov.uk/sen-young-persons-views-primary.doc) [www.torbay.gov.uk/sen-young-persons-views-secondary.doc](http://www.torbay.gov.uk/sen-young-persons-views-secondary.doc)]



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### **What should you include in your report?**

Comments on:

- Your child's progress over the last year
- What you are happy about and also any concerns
- What you feel your child's needs are in school for the coming year
- What you think you and the school can do to help meet those needs
- Your child's views about school.
- You may also like to include some information about how you feel your child is coping both at school and at home

[n.b. You may wish to look at and/or use the official annual review form as a template or guide to help you cover all special needs/areas detailed in the statement. [www.torbay.gov.uk/sen-form-annual-review.doc](http://www.torbay.gov.uk/sen-form-annual-review.doc)]

### **What happens at the review meeting?**

The meeting will normally include the following:

- Views from you, your child and the school about the past year's progress
- The extent to which the objectives in the statement, or those agreed at the previous annual review, have been met
- Objectives for the next year
- Planning the support from school and parents to help achieve these objectives
- Any further action required and who will be responsible for this [n.b in Yr5 this will include discussions about secondary transfer and Yr9 onwards will include post-16 transition, but remember Schools and EPs cannot allocate places the decision rests with the LA]
- Whether the Statement of SEN needs amending or is no longer needed.
- You may also discuss how your child is coping in general and what can be done to help.

### **What happens after the review meeting?**

The school prepares a report summarising the results of the review meeting and setting out objectives for the following year. This should be completed within 10 days. The report must be sent to all those involved in the review.

The LA must then:

- Review the statement in light of the report.
- Decide whether to accept the head teacher's recommendations.
- Tell you, the head teacher and anyone else they think appropriate their decision.

### **What happens next?**

The LA will write to inform you of their decision. If the LA agrees to maintain the Statement of SEN with no changes the Statement will continue. If the LA proposes to make any changes (ie. amend or cease the statement) they will let you know in writing of any changes they are planning to make and the reasons for them. You then have 15 days to consider these changes. If you agree, the LA will either produce an amended final statement or cease to maintain the Statement. If you do not agree with the changes you can discuss this with a member of the Special Educational Needs Team on 01803 208274.

If you still cannot agree, you have the right to:

- Ask the Parent Partnership Service for advice and support
- Contact national organizations for advice
- Use the disagreement resolution service
- Appeal to the Special Educational Needs and Disability Tribunal