

# Annual Review Timeline for Schools

Action	Legal compliance – (SEND CoP 9.166 – 9.173)	Best practice
Receive an annual review spreadsheet containing individual original EHCP dates for each child with an EHCP on your school roll	It is the LA's duty to review all EHCPs at least annually. In the majority of cases the LA require the school to convene and hold the meeting on the local authority's behalf. The local authority should provide a list of children and young people who will require a review of their EHC plan that term to all headteachers and principals of schools, colleges and other institutions attended by children or young people with EHC plans, at least two weeks before the start of each term.	The LA sends the full year's list out at least 2 weeks in advance of the start of the academic year.
Set individual Annual Review meeting dates	EHC plans <b>must</b> be reviewed by the local authority as a minimum every 12 months. Annual review meetings <b>must</b> be set to take place at least 4 weeks before the anniversary of the last annual review.	Dates for all annual reviews for the academic year should be set at the beginning of the academic year. Annual review meetings should be set to take place at least 4 weeks before the anniversary of the original EHCP or last Annual Review, whichever is the sooner.
Return the annual review spreadsheet with inserted set annual review date back to the LA	Since this is an LA delegated duty the LA must be kept informed.	By the start date of the academic year.
Create invitee lists for individual annual review meetings	Reviews <b>must</b> be undertaken in partnership with the child and their parent or the young person. Invitations to the review meeting <b>must</b> include: <ul style="list-style-type: none"> <li>• the child's parents or young person,</li> <li>• a representative of the setting attended,</li> <li>• a local authority SEN officer,</li> <li>• a health service representative</li> <li>• a local authority social care representative.</li> </ul>	The invitee list should be informed by discussion with class teacher/s and with parents/carers.
Gather updated advice/ reports	The setting <b>must</b> seek advice from the child/young person, their parents /carers and relevant professionals. Professionals across education, health and care <b>must</b> co-operate with local authorities during reviews.	At least 6 weeks in advance of the set annual review meeting date invitations are sent out requesting updated advice/reports are returned within 2 weeks of the invitation sent and confirmation of attendance. This should increase the number of people able to attend and/or the receipt of updated advice/reports.

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Chase up any unreceived confirmations of attendance or updated advice/reports	Updated advice/reports must be collected in advance of sending out annual review invitations as they need to be included within invitations to individual Annual Review meetings.	At least 4 weeks in advance of the set annual review meeting
Send out invitations to individual annual review meetings enclosing updated advice/reports collected	At least 2 weeks in advance of the individual annual review meeting date	Circulate updated advice/reports collected
Hold the individual Annual review meetings	<p>Reviews <b>must</b>:</p> <ul style="list-style-type: none"> <li>• take account of the views, wishes and feelings of the child and their parent or the young person</li> <li>• focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan.</li> <li>• consider whether these outcomes and supporting targets remain appropriate.</li> </ul>	Reviews should be carried out using person-centred planning principles
Send the completed individual annual review meeting form to both the LA and all invitees	The school <b>must</b> prepare and send a report of the meeting to everyone invited within 2 weeks of the meeting.	

## Indications of whether an EHC plan should be Maintained, Amended or Ceased

Maintain	Amend	Cease
All or the majority of the needs, outcomes and provision remain the same	<p>If there are significant changes required For example:</p> <ul style="list-style-type: none"> <li>• The primary area of need has changed</li> <li>• The child has received a new diagnosis</li> <li>• The needs descriptions are no longer accurate</li> <li>• One or more of the outcomes have been met</li> <li>• The provision detailed within the plan is no longer relevant – it has significantly decreased, increased or a request is being made for an increase in element 3 funding</li> <li>• There are significant changes to the family situation</li> <li>• Parents request amendments to the plan</li> </ul>	The majority of Outcomes have been achieved and no longer require provision over that which can be provided at SEN Support.

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