

Education Health and Care Plans

Annual Review Guidance For Schools and Settings

Version 3 Updated September 2022

**The SEN Team
Dudley MBC**

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Appendix 1 Timescales for Annual Review Cycle

This document is available on Dudley' s Local Offer website

Note: Throughout this document where reference is made to parents, the term implies parents, carers or those with parental responsibility.

All documents should be returned electronically, in Word format to:

SENTeam@dudley.gov.uk

1. Introduction

Purpose of the Annual Review

The SEND Code of Practice (SEND COP) 2015 9.166 says:

*'EHC plans should be used to actively monitor children and young people's progress towards their outcomes and longer-term aspirations. They **must** be reviewed by the local authority as a minimum every 12 months. Reviews **must** focus on the child or young person's progress toward achieving the outcomes specified in the EHC plan. The review **must** also consider whether these outcomes and supporting targets remain appropriate.'*

The Annual Review process is made up of several parts. Appendix 1 outlines the parts of the cycle and where in the timeline they should be actioned. Statutory duties to co-operate apply to *'professionals across education, health and care (who) **MUST** co-operate with local authorities during reviews.'* SEND COP 9.169

The Annual Review meeting should, if possible and appropriate, coincide with other reviews such as reviews in the Care Plan, a Personal Education Plan (PEP) meeting etc.

Frequency of Annual Reviews including children between the ages of 0-5

The first review **must** be held within 12 months of the date when the EHC Plan was issued.

'For children between the ages of 0-5 the Local Authority should consider reviewing the EHC Plan every 3 to 6 months to ensure the provision remains appropriate. Any changes determined must involve consultation with parents.' SEND COP 9.178

Interim or Early Annual Reviews

The arrangements for calling an interim or early review are the same as for all other

reviews: they should be managed in the same way and with the same formality.

Secondary Transfer Reviews - Year 5

For a pupil attending a mainstream primary school, a secondary transfer review should be held no later than the Summer Term of Year 5.

This is to ensure that careful thought is given to the type of setting and the support arrangements that the pupil will require for the next phase of their education.

The law requires that an EHC Plan **must** be amended to name the intended placement by February 15th in the year of transfer and in order to do this, parental preferences need to be with the **SEN Team by 30 September** in the year preceding transfer.

Parents should always be encouraged to complete the relevant admissions paperwork as it is not a foregone conclusion that any EHC Plan following the Annual Review will be maintained.

Pupils placed in schools/ settings from other LAs should ensure they are aware of their own LA procedures and should contact their home SEN Team, if in any doubt.

If a change to the type of provision e.g., mainstream to special or vice versa, is being considered an updated assessment from a Local Authority Educational Psychologist is required.

Termly SEND Progress Reviews

The Code of Practice states that education settings should review the child's personalized learning plan/APDR on a termly basis with parents/carers. These termly reviews will plan and inform the content of the annual review meeting and should be used during the AR meeting as a point of discussion and to measure impact and progress.

School attendance should be monitored, recorded and reviewed at each termly review and where attendance is below 95% and there is cause for concern, the educational placement will notify the allocated SEN Case Officer without delay.

Year 9 Annual Reviews - Preparing for Adulthood

'As the young person is nearing the end of their time in formal education and the plan is likely to be ceased within the next 12 months, the Annual Review should consider good exit planning.

Support, provision and outcomes should be agreed that will ensure the young person is supported to make a smooth transition to whatever they will be doing next – for example, moving on to higher education, employment, independent living or adult care.’ SENDCOP 9.184 – 9.185

All Annual Reviews taking place from Year 9 onwards **must** include a focus on preparing for adulthood, including employment, independent living and participation in society.

It is particularly important in Transition Reviews to seek and record the views, wishes and feelings of the child or young person.

The Code recommends that the Annual Review meeting organiser should invite representatives of post-16 institutions to these review meetings.

Transfers to Post 16 Further Education Settings

*‘For young people moving from secondary school to post 16 institutions or apprenticeships, the review and any amendments to the EHC Plan – including specifying the post 16 provision and naming the institution – **must be completed by 31 March in the calendar year of the transfer.** (SEN COP 2015 9.180)*

*‘Where it is proposed that a young person is to transfer between one post 16 institution and another within the following 12 months, the Local Authority **must** review and amend, where necessary, the young person’s EHC plan at least 5 months before the transfer takes place. (SEN COP 2015 9.181)*

The Role of the Case Officer at an Annual Review

The Annual Review meeting is organised, facilitated and recorded by the student’s school, college or other institution; therefore it is not essential for a Case Officer to attend. However please discuss with your SEN Case Officer if you require advice or direction.

If Case Officers do attend they will make it clear at the introduction stage of the meeting that their role and function is as a procedural advisor only. Case Officers represent the local authority and are not party to the recommendations made nor do they contribute evidence to the meeting.

The Case Officer is therefore independent of the final recommendations made in the review.

2.

Sample Agenda for Annual Review Meeting

Date of Meeting

Name of Pupil	
Date of Birth	
Year Group	

1. Introductions.
2. Purpose of the meeting.
3. Confirmation of the reports received.
4. Confirmation of the parental and pupil views and a brief discussion to ensure a person-centered approach.
5. Review of SEND needs, any diagnosis and current barriers to learning.
6. Review of current Health needs and Health professionals involved.
7. Review of Early Help/Social Care needs and any practitioners involved.
8. Review of progress against the outcomes of the EHC Plan. Please record any important and significant changes to the outcomes (unlikely to change annually).
9. Planning the school based targets/steps for the next twelve months including any further actions.
10. Summary and Recommendations from the Annual Review.
11. Date of next Annual Review.

3. THE PAPERWORK

Section A

- My one-page profile to be completed with the child/young person before the meeting and then used as a brief talking point and focus at the start of the meeting. The child/yp should be encouraged to attend this part of the meeting where possible.
- What my family think should be updated by the family prior to the meeting and any key points discussed in brief during the first part of the meeting.
- People working with me can be completed before or during the meeting and should only list professionals that have been involved in the previous 12 months.
- Please record the child's school attendance record and if attendance is below 95% this should be discussed at the meeting and any planned intervention agreed.

Section B

- Summary of SEN needs should be completed prior to the meeting and taken from the EHCP. This should be brief, bullet points of needs would be appropriate.
- Please include any episodes of reduced timetable or exclusions over the last 12 month period.
- New Diagnosis or needs should be completed during the meeting and be evidenced by professional reports or a letter of diagnosis.
- Current barriers to learning can be completed by the school prior to the meeting and should describe how the child/yp is presenting in their educational placement and what barriers there currently are.
- Current attainment must be completed. Only completed the section relevant to the key stage that the child/yp is currently in.
- Other achievements should be completed at the meeting. All attendees to contribute and identify achievements to be celebrated. This may be riding a bike, catching a bus independently, learning a new word etc.

Section C

- List all health needs. If they remain unchanged please just state 'see EHCP'. Any new health needs must be evidenced by clinical letters. Any direct intervention from any health professional also needs to be listed in this section. The impact within the education setting and at home/in the community should also be updated.

Section D

- To be completed during the meeting, use the prompt questions to establish if there is any current social care or Early help intervention and any outcomes expected from the support in place. It is also an opportunity to identify if there are any unmet needs that may require further support from Early Help or social care.
- Any intervention needs to be detailed with specificity around who is doing what and why.

Section E

- Prior to the meeting, record the long-term outcomes from the EHCP onto the paperwork and indicate whether the outcome has been achieved. At the meeting, share evidence of progress and agree on whether the outcome should remain.
- Set new 'steps' for each Long-term outcome. The new steps should be achieved within the next 12 months and inform the termly plan do review cycle.
- Reviews regarding the end of a Key Stage should also set new S.M.A.R.T. long term outcomes.
- EHCP's should not have more than 5 outcomes therefore the annual review meeting should be used to reduce outcomes and combine where necessary to avoid repetition.
- New outcomes should also state the provision/intervention required to support the child/YP in achieving the outcome. This provision should be specific and quantifiable.
- If a child/YP is transitioning to a new setting or employment then the moving on/transition arrangements should be clearly identified and planned.

Section I

- This section only needs to be completed if the child/yp is approaching a transfer phase.

Summary and Making Recommendations from the Annual Review

- As the meeting draws to a close, any points, remarks, comments etc that have not already been captured in the paperwork should be recorded in the additional information box. Additional minutes or details of the meeting are NOT required.
- Attendees should then consider recommendations to be made for consideration by the LA. The recommendations should be supported by the evidence discussed during the meeting. Any disagreement about the recommendations and the details should be recorded.
- The meeting should select **one** of the following;
 - ❖ **Maintain the EHCP**
 - The EHCP is still required and the placement, provision and outcomes remain appropriate. **No Significant Changes**
 - ❖ **Amend the EHCP**
 - The EHCP is still required although **significant** amendments are needed. (An annotated EHCP must then be attached that clearly identifies what needs to be removed/added. The LA recommends the use of Track Changes for this process).
 - ❖ **Reassessment**
 - The child's/young person's special educational needs have changed so significantly that a full reassessment may be necessary and therefore it is requested that this is considered by the LA.
 - ❖ **Cease the EHCP**
 - The child/young person no longer requires special educational provision to be made through an EHCP **and** has met or will meet their outcomes by the end of the current academic year.

- The child/young person is electively home educated **and** their SEN no longer requires provision through the EHCP.
- The child/young person still requires some educational support however this can be provided through SEN support or FE high needs funding.
- The young person is leaving education.

Signatures and submission of paperwork

- Relevant signatures **MUST** be obtained prior to submission to the LA.
- **Within 14 days** of the review meeting, the education setting **must** send to the LA and **to all those invited to attend the** review paperwork, accompanying evidence/reports, and an annotated EHCP (where amendment is requested)

The paperwork **MUST** be returned to the LA, electronically at [**SENTeam@dudley.gov.uk**](mailto:SENTeam@dudley.gov.uk) **within 14 days** of the meeting or by the end of the school term, whichever is sooner.

This is a statutory requirement of the educational setting.

4. Good practice for involving children and young people in Annual Reviews

Prior to the meeting

A member of staff explains

- The purpose of the meeting to the pupil (2-4 weeks beforehand)
- Helps the child/ yp to reflect on the year gone by

and discusses

- Who will be invited
- The pupil's contribution to the meeting, for example, taking along a friend or sharing a piece of good work
- Where the meeting will take place
- The school's view of the pupil's progress

The pupil

- Discusses and records his/her views which will be circulated with the Annual Review paperwork 2 weeks in advance of the meeting
- Decides how to be involved in contributing to the meeting
- Decides whether or not to attend the meeting or part of the meeting
- Assists with sending invitations.

At the meeting

The pupil may

- take a positive role, for example, give out reports, join in introductions
- share their views
- participate in discussion
- is given positive feedback about his/her role in the meeting.
- agree the way forward

After the meeting

The pupil

- is given confirmation of any decisions and /or recommendations made

Appendix A

Preparation (LA/Setting)	Formal communication (Setting)	Review Meeting (Setting)	Within 2 weeks of review meeting (Setting)	Within 4 weeks of the review meeting (LA)
<ul style="list-style-type: none"> •LA to inform settings which ARs are due at the start of each term •The setting to arrange a meeting date with parents/carers and professionals that is within 12 months of the date that the last review process concluded. •Setting to provide a list of dates to SEN Team •Setting to identify any reviews where SEN attendance is required •at least 4 weeks before the meeting school to send invitations to parents/carers and all professionals involved with the child with request for written report and/or attendance at AR meeting. 	<p>At least 2 weeks before the meeting setting to circulate all reports to attendees</p> <ul style="list-style-type: none"> •Parents and CYP invited to provide their views using appropriate template 	<ul style="list-style-type: none"> •The review meeting must be person centred with the C/YP being supported to contribute to their review. •The transition plan template must be completed for pupils in year 9 and above •Setting completes the AR template recording all updates relating to education, health and care needs. Any additional comments /views from CYP and parents to be recorded. •Where date of outcomes to be achieved has been reached school must clearly identify the outcomes that have been met or are no longer appropriate and provide suggestions for updated outcomes. •Medium and short term outcomes/targets to be reviewed and amended •Recommendations of the review must be completed. 	<ul style="list-style-type: none"> •Completed documentation to be circulated to attendees within 2 working days, any amendments to be communicated to the setting within 7 days of the review meeting. •Review paperwork and recommendations to be submitted to the SEN Team within 2 weeks of the date of the review meeting. <p><i>Please note that the LA will only amend an EHCP at the point that the timeline for outcomes in Section E has been reached or if there are significant changes required as a result of a change in need. If this is the case the request must be clear and fully evidenced.</i></p>	<ul style="list-style-type: none"> •The LA considers recommendations and makes a decision. •The LA decision will be communicated to parents/YP and setting within 4 weeks of the review meeting. <ul style="list-style-type: none"> <input type="checkbox"/> Maintain <input type="checkbox"/> Amend <input type="checkbox"/> Cease •Where the LA decision is to maintain or cease to maintain the child's parent or YP must be notified of their right to appeal that decision and their time limits for doing so, the requirement to consider mediation and the availability of information advice and support and disagreement resolution services. <p>(9.176 CoP)</p>

Process of amendment at any time that the LA chooses to amend an EHCP, other than as part of a re-assessment, including following an annual review.

(Must be completed within 8 weeks of the date of the notice to amend)

Within 4 weeks of the review meeting (LA)	Notice to amend(LA)	Within 8 weeks of the amendment notice (LA)	Within 12 months of date of original EHCP or date of AR meeting
<ul style="list-style-type: none"> • The LA must consider recommendations following an Annual Review. • If a decision is made to amend the EHCP the LA must communicate its decision to parents/YP and setting within 4 weeks of the review meeting. •Notify the parent or YP if it is decided that no amendments will be made and provide reasons for the decision 	<ul style="list-style-type: none"> • The LA must send the child's parent or YP: <ul style="list-style-type: none"> ✓ a copy of the existing EHCP ✓ details of proposed amendments. ✓ Any copies of evidence to support the proposed changes ✓ Information about how to request a meeting with the LA to discuss the proposed changes • The LA must give at least 15 calendar days to comment and make representations on the proposed changes. 	<ul style="list-style-type: none"> • LA to issue an amended EHCP as soon as possible and finalise no later than within 8 weeks of the original amendment notice. • LA to issue a new plan that states that it is an amended version of the EHC plan and give the date amended as well as the date of the original plan. • Amended EHCP will make clear which parts have been amended • LA must notify parents of appeal rights 	<ul style="list-style-type: none"> •Next Annual Review cycle to be completed within 12 months of the date of the original EHCP or the date of the conclusion of the previous AR process.