EHCP Annual Reviews

When are EHCP's reviewed?

If your child has an Education, Health and Care plan (EHCP), it should be regularly reviewed by the local authority. If your child is over 5 then it should be at least once a year, and if they are aged 0 to 5 then the plan should be reviewed more frequently, every 3 to 6 months. When your young person is in Year 9 and above, the reviews must include a focus on preparing for adulthood.

EHCP's are living documents, which should be used to actively monitor your child or young person's progress towards their outcomes and long-term aspirations, which is why they should be regularly reviewed.

You can request an Annual Review at any time, as long as you have good reason, such as you believe that there is an urgent need for a change to the plan.

Who arranges the Annual Review?

In Worcestershire your child's school, educational setting or early years provider are responsible for arranging and facilitating the Annual Review. You will receive an invitation to the review which states the date, time and location. You will also receive a form to complete to gather your views about how things have been since the previous review. This will be shared as part of the meeting. Any professionals involved will be invited to share a report for discussion at the annual review.

What does an Annual Review do?

Annual reviews:

- **must** be undertaken in partnership with the parent or carer and the child or young person
- **must** take account of parent/carer and child/young person views, wishes and feelings, including their right to request a personal budget.
- **must** be focused on the child/young person's progress towards achieving the outcomes in their EHCP, as well as considering whether the outcomes and any targets are still appropriate

The meeting will look at any reports/evidence submitted including the parent/carer view and the child/young person's views. Each section of the EHCP will be reviewed by everyone in the meeting to see if any changes are needed.

Annual reviews should also:

- gather and assess information so that it can be used by your child or young person's early years settings, schools or colleges to support their progress and their access to teaching and learning.
- review the special educational provision made for your child or young person to make sure it is being effective in ensuring access to teaching and learning and good progress.
- review the health and social care provision made for your child or young person and its effectiveness in ensuring good progress towards outcomes.
- consider the continuing appropriateness of the EHC plan in the light of your child or young person's progress during the previous year or changed circumstances and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued.
- set new interim targets for the coming year and where appropriate, agree new outcomes.
- review any interim targets set by the early years provider, school or college or other education provider

What happens after an Annual Review?

The annual review paperwork will be submitted to the Local Authority along with any reports from professionals, parent/carer views and the views of the child/young person.

The local authority's decision following the review meeting must be notified to you, the child's parent, or young person within four weeks of the review meeting.

Following this an updated EHCP will be sent out.

What happens if a child/young person is due to transfer to another school?

During the annual review before the child transfers to the next setting, a plan of transition will be discussed. The SENCo from the next setting will be invited to this annual review meeting. It is important you inform the current setting when you have decided which school you would like your child to attend next so plans can be put in place. A transition plan may include extra visits to the new school and visits from staff at the new school to the current setting but the plan will be individual to your child depending on their needs.