

### EHC Plan Annual Review (AR) Checklist for Schools and Educational Settings

This checklist has been developed to help you think about the ways you can plan, prepare and develop an Annual Review and has been produced as an aid to help.

Action to be taken by Early Years/School/Educational Setting and/or anyone else running an Annual Review:	Date of action	Notes / completed
<b>June / July during previous academic year</b>		
<ol style="list-style-type: none"> <li>1. 0-25 Education Team has sent a list of proposed dates for Annual Reviews for CYP with EHC Plans for the forthcoming academic year.</li> <li>2. Confirm the proposed date and agree a time for the Annual Review with CYP, parents/carers. <i>(If proposed date is not possible, confirm suggested date and time and inform the 0-25 Education Team as soon as possible and before the end of the academic year to ensure date/time is available)</i></li> <li>3. Confirm with your 0-25 Education SEND Case Officer all dates and times for Annual Reviews for all CYP with an EHC Plan <b>by 15<sup>th</sup> September at the very latest.</b></li> </ol>		
<b>At the beginning of the academic year</b>		
<ol style="list-style-type: none"> <li>1. During the school's consultation meeting with the Educational Psychologist, map the Annual Review priorities for the forthcoming year and inform them of any dates/times for Annual Reviews which require their attendance.</li> <li>2. Confirm with your 0-25 SEND Case Officer all dates and times for Annual Reviews for all CYP with an EHC Plan <b>by 15<sup>th</sup> September at the very latest.</b></li> <li>3. Ask young people/parents/carers who they would like invited to the Annual Review – <b>ensure expectations are not raised as professionals will not be able to attend all Annual Reviews.</b></li> <li>4. As soon as you have a confirmed date/time notify young people/parents/carers, and any professional who may need the date entered into their diary e.g Educational Psychologist, Community Paediatrician, Social Worker <i>(N.B If Young Person is 16 (and has mental capacity) you will need their permission to include or copy in the Parents/Carers)</i></li> </ol>		

6 weeks prior to the Annual Review meeting		
<ol style="list-style-type: none"> <li>1. If you have any significant concerns about a CYP discuss with your 0-25 SEND Case Officer as soon as possible so that if they need to prioritise this meeting they can.           <ul style="list-style-type: none"> <li>• Reconsider who needs to attend. Think about the key transition years (ie Year 6/7, 11 to Post 16) and key stakeholders who need to be involved. Good planning and deciding who you think should be in attendance and who is currently involved (during the past year) with the child/young person is key to a successful review. For example:               <ul style="list-style-type: none"> <li>• Children in Care must have their allocated Social Worker</li> <li>• Child In need Social Worker</li> <li>• Educational Psychologist</li> <li>• Child in Custody (Youth Offending Team)</li> <li>• Health Involvement ie Occupational Therapist / Community Paediatrician</li> <li>• SENCO of receiving school</li> <li>• Professionals privately employed by parents/carers (<i>their attendance will be part of their contract with parents/carers</i>)</li> </ul> </li> </ul> </li> <li>2. Ask the young person/parents/carers who they would like to be invited to the meeting (this may include professional working privately with the child/young person) so that they feel included and are central to the process. However, please inform and prepare families re: managing expectations, that not everyone will be able to attend every Annual Review and may contribute in other ways ie written reports etc.</li> <li>3. Formally invite the CYP and parents/carers to the meeting, by letter The <i>invitation letter</i> sent out to all parties must include in it the date that the statutory Annual Review process will begin (i.e the date of the Annual Review).</li> <li>4. Include with the letter a copy of the Parental Contribution Form to complete, offering support if required. NOTE: Please ensure you give a date of when this is needed to be returned to school (3 weeks before the meeting).</li> <li>5. Check the support the family wants or may need if attending e.g accessibility needs; interpreter</li> <li>6. Formally invite all relevant professionals, including the 0-25 SEND Case Officer, to attend the Annual Review meeting and ask them to submit any up to date reports or evidence. Please ensure you have dated when you need a reply by (3 weeks before the meeting)</li> <li>7. Support the child/young person with their contribution for the Annual Review:           <ul style="list-style-type: none"> <li>• Support the CYP to think about and <b>record</b> his/her views, wishes and aspirations.</li> <li>• Offer the CYP the opportunity to review and amend their Section A submission from the previous year.</li> </ul> </li> <li>8. Support them to update their One Page Profile/Pupil Passport. (<i>Think about ways you can collect CYP views by using the Person Centred Planning examples that are</i></li> </ol>		

<p><i>displayed on the Local Offer</i>) Ensure views are recorded on the child/young person contribution form</p> <p>9. Discuss with the CYP how they would like the review to run. Identify any communication or participation needs they may have and make adjustments accordingly. E.g. do they want to attend the whole meeting or part, would they like to prepare a Powerpoint presentation?</p> <p>10. Prepare for the meeting:</p> <ul style="list-style-type: none"> <li>• Allow for sufficient time ie 1 ½ hours for AR meeting (2 hours if a Children In Need Review will also take place)</li> <li>• Book a room which is large enough, choose a space where people have enough space to sit and write comfortably and to see and hear each other</li> <li>• Agree who is chairing the meeting</li> <li>• Agree who will record the notes of the meeting (it is better if this is not the Chair)</li> </ul>		
<p><b>4/6 weeks prior to the Annual Review Meeting</b></p>		
<ol style="list-style-type: none"> <li>1. Prepare the evidence that the school/education setting will need to include for the Annual Review on the School Report template.</li> <li>2. Prepare an agenda for the meeting</li> <li>3. Begin to chase up reports if required</li> </ol>		
<p><b>3 weeks prior to the Annual Review Meeting</b></p>		
<p>Put together AR Pack.          The Annual Review pack should include the following:</p> <ul style="list-style-type: none"> <li>• CYP's views</li> <li>• Updated one page profile/pupil passport</li> <li>• Parents/Carers' views</li> <li>• School report which must include evidence of progress</li> <li>• Professionals' reports</li> <li>• Up to date attendance data</li> <li>• Agenda</li> </ul> <ol style="list-style-type: none"> <li>1. Photocopy AR Pack for all attendees and the 0-25 SEND Case Officer</li> <li>2. Prepare the letter to accompany the AR Pack</li> <li>3. Send the AR Pack to the young person, parents/carers and any professionals who have confirmed attendance to arrive no later than <b>2 weeks before</b> the Annual Review meeting, so that everyone has the opportunity to read and prepare.</li> <li>4. Send a copy of the paperwork to the 0-25 SEND Case Officer via SOPHIE.</li> </ol>		

<b>2 weeks prior to the Annual Review Meeting</b>		
<ol style="list-style-type: none"> <li>1. Everyone attending the Annual Review Meeting has received a copy of the AR Pack</li> <li>2. Ensure that the child/young person knows that this is <b>their</b> meeting. Give choices where possible (seating arrangements, refreshments, music). Check how he/she wishes to contribute. <b>Where possible it is expected the CYP will attend the review.</b></li> <li>3. Print 3 copies of the Annual Review pack, including 3 copies of the current EHC plan for attendees who require the information at the meeting.</li> </ol> <p><b>NOTE: Ensure the Annual Review meeting will be as relaxed and comfortable as possible to support the young person and their family. Good practice identifies that person-centred approaches will guide the meeting</b></p>		
<b>Day of the Annual Review Meeting</b>		
<ol style="list-style-type: none"> <li>1. Set up the room: <ul style="list-style-type: none"> <li>• Is there ample room for everyone?</li> <li>• Can the Chair see a clock to ensure timeliness?</li> <li>• Provide drinks (a jug of water and glasses will suffice)</li> <li>• Is there a box of tissues to hand?</li> <li>• There are 3 copies of the AR Pack and the current EHC plan are on the table for the attendees if necessary?</li> </ul> </li> <li>2. Use the Annual Review meeting agenda and Annual Review Meeting Summary form to structure the meeting and use the Annual Review Summary for note taking.</li> <li>3. Accurate minutes of the meeting with (where appropriate) quotes attributed to each person must be taken</li> <li>4. Ensure you have the current copy of the EHC plan so if you need to make significant changes you can annotate it accordingly – please use strike through</li> <li>5. Where the young person has participated in the review, their contribution should be formally recognised. Where they have verbally contributed at the review their words should be recorded verbatim and referenced as such.</li> <li>6. See Top Tips for Annual Review Meetings for further guidance.</li> </ol> <p><b><u>Please remember:</u></b></p> <p><i>The Annual Review meeting:</i></p> <ol style="list-style-type: none"> <li>1. <b>Must</b> check if the CYP's aspirations have changed with a clear focus on preparation for adulthood.</li> <li>2. <b>Must</b> take account of the CYP's views, wishes and feelings.</li> <li>3. <b>Must</b> check to see if there are parent/carer's views.</li> </ol>		

<p>4. <b>Must</b> review the description of the SEND in section B, health needs in section C, and social care needs in section D, also check their effectiveness in achieving good progress towards outcomes as specified.</p> <p>5. <b>Must</b> focus on the CYP's education progress made towards achieving the <b><u>long term (end of Key Stage)</u></b> outcomes set out in the EHC plan.</p> <p>6. <b>Must</b> identify any new needs from information received from the previous 12 months.</p> <p>7. <b>Must</b> establish whether the current outcomes and supporting targets remain appropriate and if required agree new ones.</p> <p>8. <b>Must</b> review the special educational provision and the arrangements for delivering it to ensure it is still appropriate and enabling good progress.</p> <p>9. <b>Must</b> be undertaken by working in partnership (person-centred) with the CYP and their parents/carers.</p> <p>10. <b>Must</b> check if the CYP and their parents/carers would like to request a Personal Budget.</p> <p>11. <b>Must</b> review any existing any existing direct payments arrangements</p> <p>1. <b>Should</b> review any existing arrangements for Transport or Escort (if applicable) including eligibility for this service if entering into Post 16 provision.</p> <p>2. <b>Should</b> agree together and set new shorter term targets for the coming year and how this will be monitored.</p> <p>3. <b>Should</b> review the long-term outcomes in the EHC plan and update at the end of 6 months for children in Early Years, at the end of each key stage thereafter, until Post 19 if an EHC plan remains in place</p> <p>4. <b>Should</b> consider the continuing appropriateness of the EHC plan against the CYP's progress over the past year, where a change of establishment, change in provision or change in outcomes need to be made, or ceasing the plan is recommended</p>		
<b>Within 2 weeks after the Annual Review Meeting</b>		
<p>1. <b>Circulate a copy of the Annual Review Summary</b>, an annotated copy of the EHC plan with any proposed changes and any reports not previously sent <b>to all invitees (or attendees) and the SEND Case Officer.</b></p> <p>2. <b>Send a copy of all the Annual Review paperwork to the link EP and the Community Paediatrician.</b></p>		
<b>Within 4 weeks of Annual Review Meeting</b>		
<p>1. You and the young person/parents/carers have received a decision letter from the local authority whether to</p>		

<p>maintain the EHC plan in its current form, amend, re-assess needs or cease to maintain the plan based on the information received.</p> <p>2. If you/young person/parents/carers haven't heard from the local authority, contact your SEND Case Officer to ask why this is.</p>		
<b>Within 8 weeks of the decision letter from the LA</b>		
<p>1. If the decision was to amend the EHC plan, ensure the young person, parents/carers have received a copy of the annotated EHC plan showing the proposed amendments within this timeframe. If they have not received it, contact the SEND Case Officer to chase.</p> <p>2. Ensure the young person, parents/carers respond to the proposed amendments within 15 days.</p>		
<b>Within 12 Weeks of the decision letter from the LA</b>		
<p>1. Following the comments from the child/young person/parents/carers, the 0-25 Education Annual Review Panel will decide whether to continue to make any further amendments and then will issue the amended Final Plan, or notify the young person why amendments are not being made – have they and you received a copy of the amended Final Plan?</p> <p>2. If you/young person/parents/carers haven't heard from the local authority, contact your SEND Case Officer to ask why this is.</p>		