

Flowchart for EHC Plan Annual Review

June/July

The LA allocates Annual Review (AR) dates to Schools and Education.

September

Schools/education settings discuss all children with EHC plans with the Educational Psychologist at the whole school consultation meetings.

Proposed Annual Review dates to the 0-25 Education Team by 15th September.

Schools discuss with CYP/Parents/Carers who they would like invited to the Annual Review.

6 weeks
prior to AR
Meeting

Confirmation from Schools/education with CYP and their parents/carers who they would like invited to the Annual Review.

6 weeks prior to the AR Chair sends out invitations to attendees.

Up to date reports including information are requested from all attendees at the same time.

3 weeks
prior to AR
Meeting

School/education setting collates, prepares and circulates the paperwork.

The paperwork **must be** circulated no later than 2 weeks before the meeting.

Day of AR
Meeting

Annual review meeting takes place.

2 weeks post
AR Meeting

Chair ensures all paperwork are returned to the 0-25 Education Team **within 2 weeks** of the Annual Review Meeting.

4 weeks post
AR Meeting

LA **must** inform families in writing of their decision to either maintain, amend or cease the EHC plan.

8 weeks post
decision
from LA

If Amendments have been made the Local Authority will issue an amended Draft EHC plan with the new changes.

CYP and their parents/carers have 15 days to comment on this.

12 weeks
post
decision
from LA

The Final Plan will be issued to the young person if appropriate, parents/carers and the education setting.

The parents or CYP have a right of appeal at this stage.