



Annual Reviews

Information for Parents and Carers

Introduction

Everyone recognises that children and young people develop and change over time. Your child's educational setting (early years, school or college) will regularly review to see how your child is progressing towards the outcomes which have been identified in the EHC Plan.

The outcomes in an EHCP are the educational, health and care goals that your child will ideally reach to enable them to achieve their aspirations in life. These aspirations are individual and must come from your child and you. The outcomes for your child should be drawn up by you and your child with help from the educational setting and professionals who work with your child.

At least once a year the setting must hold a review meeting to which you will be invited. This meeting will focus on your child's progress towards achieving the outcomes in the EHC plan and consider whether these outcomes and supporting targets remain appropriate. This meeting is known as an Annual Review meeting and is part of the whole Annual Review Process. If you educate your child at home the Local Authority will act in the place of the setting.

Before the Annual Review meeting

Your child's setting will write to you offering a date for the Annual Review Meeting. You should be given about two months' notice and the meeting will be held at the setting. If you cannot make the date suggested, then contact the setting as soon as possible to find a different date.

Your views and your involvement in the meeting are very important and you will be invited to let the setting know how you feel in writing before the meeting. If you need help to express your views, someone at the setting may be able to assist, or if you want someone impartial, then Bucks Special Educational Needs and Disability Information, Advice and Support Service (SENDIASS) is there to help you. They can be contacted on 01296 383754. If you would be more comfortable recording your views on a phone or tablet you can do so, but please speak to a member of staff if you want these shared at the meeting so that they can set up the technology.

The setting will also ask for reports from all the other people who support your child and they will also be invited to attend the review meeting. You will be asked for the names of any professionals that you would also like to invite. Copies of all reports must be sent to you at least 2 weeks before the date of the meeting, to give you time to read them and prepare any questions you may want to ask.

During the Annual Review meeting

Who attends?

The Annual Review meeting will usually be led by a member of staff from the setting such as the Headteacher/Principal or SENCO. If that person doesn't know your child well, another member of staff who does and is responsible for making sure that the support detailed in the EHC Plan is delivered and progress is monitored, will attend.

If you wish, you can bring with you a friend, or representative who can help you in your discussions of your child's educational needs.

Your child will be involved in making arrangements for the meeting and whenever possible your child will attend for all, or part of, the meeting as appropriate. Your child should feel as though the meeting is all about valuing them, their skills and finding ways to help them achieve their aspirations.

What is discussed?

The meeting gives you a chance to:

- Tell stories about your child's strengths
- Celebrate their achievements
- Share any important changes in home circumstances which may affect your child's progress.

We will then:

- Review your child's progress towards achieving the outcomes specified in the EHC plan.
- Review your child's progress towards any interim targets previously agreed with the setting.
- Review the special educational provision being made for your child to ensure 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 and its effectiveness in ensuring good progress towards outcomes
- Agree if any changes are required, including to
 - outcomes,
 - enhanced provision, or
 - educational establishment
- Consider whether, in the light of your child's progress during the previous year or changed circumstances, the EHC plan should be discontinued
- Set new interim targets for the coming year

If your child is about to move into a new phase of education, or has just started a new phase, it is particularly important to review the relevance of the outcomes in the EHC plan.

Preparing for Adulthood

If your child is in year 9 (the school year in which they will have their 14th birthday) or above, the Annual Review meeting will include a focus on preparing for adulthood, including employment, independent living and participation in society. New outcomes may need to be added to the EHC Plan. The year 9 review meeting will have a particular focus on considering options and choices for the next phase of education. The review meeting organiser might invite representatives of post-16 institutions to the review meeting, particularly if your child has expressed a desire to attend a particular institution. Part of preparing for adulthood is also effective planning for young people moving from children's to adult care and health services.

If your child is nearing the end of formal education and the EHC plan is likely to be ceased within the next 12 months, the annual review will consider good exit planning. Support, provision and outcomes should be agreed that will ensure your child 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.

Personal budgets

If you have a personal budget the Annual Review meeting is a chance to review how well that is working and must by law review any arrangements for direct payments. If you don't have a personal budget the annual review meeting is a chance to find out more about them and to decide if a personal budget may be helpful.

Following the meeting

Within two weeks

The setting will prepare and send a report of the meeting to everyone invited within two weeks of the meeting. The report will set out recommendations on any amendments required to the EHC plan and should refer to any difference between the setting's recommendations and those of others attending the meeting.

Within four weeks

The local authority will decide whether it proposes to keep the EHC plan as it is, to amend the plan, or to cease to maintain the plan. It will notify you and the setting.

If the plan needs to be amended, the local authority will circulate a proposed amended EHC plan without delay. The Annual Review Process is not complete, and the changes will not come into effect, until the local authority has issued a final plan.

If the local authority decides not to amend the plan or decides to cease to maintain it, you have a right to appeal that decision within certain time limits. In most circumstances the law requires you to consider mediation should you wish to appeal. The local authority will provide you with information about this and also the available information, advice and support and disagreement resolution services

Sources of Help and Information

Bucks Integrated SEND Team sen@bucksfamilyinfo.org 01296 382269.

Bucks Educational Psychologist Team eps@bucksfamilyinfo.org 01296 282319

This leaflet and a wealth of information about services for children with SEN in Buckinghamshire can be found on the local offer website: www.bucksfamilyinfo.org/localoffer

Bucks SEND Information Advice and Support Service (SENDIASS) provide free impartial advice for families of children with SEN. sendias@bucksfamilyinfo.org 01296 383 754

Contact a Family (www.contact.org.uk) are a national charity that supports families of children with SEND by providing guidance and information. They have produced an excellent video on annual reviews <https://youtu.be/D9n5EzYlwKA>

FACT Bucks - Families and Carers Together provides the parent forum for channelling parents' views into policies, procedures and practice on SEND www.factbucks.org.uk . FACT Bucks helped to write this leaflet and would welcome your views on it or any other aspect of SEND provision in the Buckinghamshire area.