

Reviewing an Education, Health & Care Plan (Annual Review)



Annual Review Meeting

If a child or young person has an Education, Health and Care Plan (EHCP) the Local Authority (LA) **must review the EHCP at least once a year.**

The Review **must** focus on progress towards achieving the outcomes or goals set out in their EHCP and:

- ◆ From year 9 focus on preparing for adulthood
- ◆ For children under 5 the review should take place every 3-6 months

Reviews must take into account the views, wishes and feelings of children, young people and parents. If there is concern about progress the review may be brought forward.



Why does there need to be an Annual Review?

An Annual Review is held to consider if the outcomes or targets have been achieved. New outcomes and provision can be set if needed and aspirations changed.

The purpose of the meeting is to review the EHCP by:

- ◆ Bringing together all those involved in helping achieve the outcomes set out in the plan
- ◆ Gathering and considering information so that it can be used to support future progress
- ◆ Reviewing the effectiveness of any special educational, health or social care provision made for a child or young person
- ◆ Considering whether any changes need to be made to the EHCP including medium and long term outcomes
- ◆ Considering whether an EHCP should continue



What should I include in my report?

Comments on:

- ◆ Progress over the last year
- ◆ What has pleased you and also any concerns
- ◆ What needs to be considered in school/college for the coming year
- ◆ What you think you and the school/college can do to help meet those needs

The child or young persons views about school/college

How children and young people are involved

- ◆ Pupils should be encouraged to give their views in the review process as they **must** be taken into account at the review
- ◆ Wherever possible they should attend all or part of the annual review meeting especially from year 9
- ◆ As a parent you may wish to talk to the school about your child or young persons involvement in the review process

What happens before the meeting?

The Head Teacher/Principal must ask for written reports from:

- ◆ You (the school/college may give you a form to use if you wish) or you can find it on the **Local Offer** at **www.norfolk.gov.uk/send** in Annual Reviews of an EHCP and Annual Reviews of a Statement of SEN
- ◆ Teachers or tutors
- ◆ Other people invited to the review meeting

The Head Teacher or principle must then:

- ◆ Send copies of the written reports to all those invited to the review meeting **at least two weeks** before it takes place
- ◆ Invite further views, including comments from those who are unable to attend the meeting



Who may attend?

The Head Teacher must invite:

- ◆ Parent/carers or the young person
- ◆ A relevant teacher who may be the class teacher or form/year tutor, the SENCO, or some other person responsible for the provision of their education
- ◆ A representative from the Local Authority - your EHCP Co-ordinator will be invited, however, they will not be able to attend every review. If you have any concerns make sure that you contact them to let them know that you would like them to be at the meeting
- ◆ A Health Service representative and a Local Authority Social Care representative
- ◆ Anyone else the Head Teacher/Principle considers appropriate

It is unlikely that everyone invited will be able to attend the review meeting. The Head Teacher/Principle should try to ensure that the date of the meeting is convenient for you and for those people who it is important to have.

What happens at the review meeting?

The review meeting **must** focus on progress made towards achieving the outcomes set out in the EHCP. The EHCP **must** be looked at to see if it still meets the needs. The meeting will normally include the following:

- ◆ The extent to which the outcomes (goals) in the EHCP, or those agreed at the previous annual review, have been met
- ◆ Medium and long term outcomes for the next year
- ◆ Planning the support from school/college and other people to help achieve these objectives
- ◆ Any further action required and who will be responsible for this
- ◆ Whether the EHCP needs amending or is no longer needed
- ◆ If you do not agree with what is being suggested at the meeting, try to make that clear and write to your EHCP Co-ordinator
- ◆ Review or request a personal budget
- ◆ For young people over 18 the Local Authority must consider if the training or educational outcomes have been achieved
- ◆ From year 9 onwards there must be a focus on preparing for adulthood

What happens next?

Within **two weeks** the school **must** prepare a report of the meeting and send it to everyone invited. The report **must** set out recommendations on any amendments or changes required to the EHCP and should refer to any differences between the schools recommendations and those of others attending the meeting.

Within **four weeks** of the meeting, the Local Authority must let you know their decision and decide whether to:

- ◆ Keep the EHCP as it is
- ◆ Amend or change it
- ◆ Cease to maintain it, and to let you know of their decision

Their letter **must** also tell you about:

- ◆ Your right to appeal that decision and the time limits for doing so
- ◆ The requirement for you to consider mediation should you wish to appeal
- ◆ Contact information for disagreement resolution and advice and support from us at **Norfolk SEND Partnership IASS**

This is the end of the annual review process



What happens when the Local Authority propose to amend the EHCP?

- ◆ The Local Authority **must** send you a copy of your child's existing EHCP saying what they are going to change. They must also send you any supporting evidence or information these changes come from
- ◆ You have 15 days to consider and make comments on these changes. You can ask for a meeting with your EHCP Co-ordinator to discuss it if you are not happy, they may be able to make changes. You can ask that a particular school be named in the EHCP
- ◆ If the Local Authority decides to go ahead with making amendments it **must** issue an amended EHCP within **8 weeks** of the original notice. This should clearly show which parts have been amended, include the minutes of the Annual review meeting, any relevant reports should be attached
- ◆ If the Local Authority decides not to make the changes or amendments they **must** inform you, giving reasons, within **8 weeks**
- ◆ The Local Authority **must** tell you about your right to appeal



What happens when the Local Authority propose to cease the EHCP?

- ◆ You **must** be informed and consulted
- ◆ Support should not be withdrawn before the end of the current academic year
- ◆ Again, you have the right of appeal
- ◆ If you do register an appeal, the EHCP must be maintained until the appeal has been decided

If you disagree with the decision made by the Local Authority

- ◆ You should discuss this with your EHCP Co-ordinator
- ◆ You have the right to use the mediation service. This will involve the help of an independent mediator who can help people to try to reach an agreement.
- ◆ You can also appeal to the First Tier Tribunal two months from the date on the decision letter or one month from the mediation certificate, whichever is the later
- ◆ Ring us at **Norfolk SEND Partnership IASS** or look on our website for more information

Reviews before transition to another school or post 16

- ◆ There **must** be very early planning about which school your child moves on to, start to look at schools early. See our booklet '**Finding out about a school**' this is available on our website
- ◆ Look at the school or college's SEND information report on their website—these should be found on **Norfolk's Local Offer** at www.norfolk.gov.uk/send
- ◆ EHCP reviews will be held before a child's last year in their current school because the review process **must be completed by 15th February** in the calendar year they transfer to their new school (**31st March** for young people in Year 11)
- ◆ You will have time to appeal if you disagree
- ◆ It is the Local Authority's responsibility for the annual review and not the college



Annual Reviews from Year 9 (Age 14) onwards

What is a transition plan?

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

When a child is in Year 9, a transition plan will be drawn up as part of the Annual Review.

The plan helps children and young people think about their future including GCSE options or alternatives and what they would like to do once they are 16 and beyond. This transition plan also looks at the child's/young person's aspirations and needs as adult life approaches and **must** be built into the EHCP. The transition plan is updated at each annual review meeting until they are 25 (if they still have an EHCP).

The review must include:

- ◆ Higher education and/or employment – exploring different employment options, such as support for becoming self-employed and help from supported employment agencies
- ◆ Independent living - young people having choice, freedom and control over their lives, their support, and their accommodation and living arrangements, including supported living
- ◆ Participating in society - having friends and supportive relationships, and participating in and contributing to the local community
- ◆ Being as healthy as possible in adult life

Who will be involved?

- ◆ **The school** who will provide information about the learning programme of support. Schools also have a duty to provide independent and impartial careers guidance for children and young people
- ◆ **Children and young people** will be able to say what they feel their needs are and what they would like to do after leaving school. Their views, wishes and feelings should be recorded
- ◆ **Parents and family** will be able to give their views on what they would like for the child after they leave school. They can also discuss what practical help may be needed and how they can support them in developing the personal and social skills needed in adult life, including the possibility of a Personal Budget
- ◆ **Social Care**, so that arrangements can be made for any assessment under the Disabled Persons Act 1986 and/or the Care Act 2014
- ◆ **Health Service** who will provide advice on the services that are likely to be required.
- ◆ **A Post-16 institution** representative should be invited, especially if your child/young person has expressed a desire to attend a particular college



What happens next?

All 16-19 year old young people will be expected but not required to be in some form of education or training, full or part time. This can continue until the age of 25 for those with an EHCP and should continue to address their needs and aspirations.

This does not mean young people have to stay at school, they could:

- ◆ Attend full or part time education at college
- ◆ Take up an apprenticeship
- ◆ Take a Traineeship or Supported Internship which involves work experience and study
- ◆ Go to work (The EHCP will then cease)

There are helpful booklets and information about preparing for adult life on the **SEND local Offer** website:
www.norfolk.gov.uk/send



YOUR NOTES





We also:

- ◆ Produce a newsletter each term
- ◆ Have information leaflets available on our website
- ◆ Ensure the views of children, young people and parent/carers are represented when influencing SEND policy and practice

Contact us:

Norfolk SEND Partnership

Information Advice and Support Service

148 Woodside Road

Norwich NR7 9QL

Office Hours 9am-5pm Mon-Fri

Tel: 01603 704070

sendpartnership.iass@norfolk.gov.uk

www.norfolksendpartnershipiass.org.uk



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