

# All things EHCP

# What is an Annual Review?

- The statutory process of checking a child/young persons EHCP considering the needs, progress against their EHCP outcomes and provision
- The first review of the EHCP must be held within 12 months of the initial EHCP being finalised. Subsequent reviews must be held within 12 months of the previous review.
- Must be undertaken **at least** annually (and for those in Early Years, under the age of 5, every 3-6 months). looking at the specified needs and provision and deciding whether these need to change
- Must be undertaken in partnership with the child/young person and their parents ensuring that their views, wishes and feelings are taken into account.

# What if I need an early Annual Review?

- An Annual Review of an EHC plan can be made to the Local Authority at any time if you are concerned that the provision in the EHCP no longer meets your child/young person's needs, if they have been excluded or are at risk of exclusion or if you have a concern that the school may not be meeting their needs.
- The Local Authority does not have to agree to an early review, depending on the circumstances
- You should only request an early review *if* you need the EHCP to change before the Annual Review is due – if your concerns are about the school not carrying out provision, but the plan itself is accurate, you should talk to the SENCo about your concerns first.

# Your Questions:

Something has  
changed!  
Can I ask for a  
review?  
How do I get a  
new/additional  
assessments?

If something has changed and you think that it may require a change to the EHCP's outcomes/provision, speak to your school (and to your CWO) and you can ask for an Annual Review.

# Outside of the Annual Review

- You can ask your child's school for an informal review at any time. You do not have to wait until the Annual Review to talk about how the school is carrying out the EHC plan or concerns about your child's progress. Depending on the school, the SENCo may set up meetings each term, and you could ask them to invite teachers, members of staff or professionals who work with your child.
- These meetings are not a legal requirement however and this type of informal review will not change what is in the EHCP.

# What is the process?

Generally, the evidence gathering for an Annual Review is delegated to the educational setting (nursery, school or college) by the Local Authority. The following steps must take place:

- The LA must consult with the parent of the child/young person (and with the school/setting) about the EHCP and take account of their views, wishes and feelings
- Information must be gathered from parents, young people and involved professionals about the EHCP and circulated two weeks before the meeting
- After the meeting, a report of what happened must be prepared and circulated to everyone who attended or submitted information to be discussed
- The LA must then review the EHCP and requested amends and notify the parent of the child/young person of their decision within four weeks of the meeting

# What is the time frame for the Annual Review process?

1. Obtain advice and information about the child/young person from all the relevant professionals and from the parent/carer and the child/young person themselves – **no defined timescale**
2. Circulate the reports received, along with invitations to attend the Annual Review meeting – **2 weeks before the meeting**
3. The Annual Review meeting will consider:
  - the learner's progress towards achieving the outcomes specified in their EHCP
  - if their aspirations have changed
  - whether the outcomes remain appropriate
  - reviewing and setting new short-term targets
  - whether any changes need to be made to the provision, including if the placement is still appropriate

# What is the time frame for the Annual Review process? (contd)

4. Following the meeting, the setting must prepare a report that includes information about the learner's progress towards their EHCP outcomes; everyone's views and recommendations; any changes to outcomes or goals; any required changes of provision and any other recommendations for amendments to the EHCP. This must be sent to everyone invited to the meeting - **within 2 weeks of the meeting date**

5. The LA has 2 weeks (4 weeks from the date of the meeting) to decide to leave the plan unchanged, amend it or cease it and inform the parent, the YP and the school/setting of its decision – **2 weeks from receiving papers/4 weeks from the meeting date**



# What happens next?

- The LA will write to you, letting you know if the EHCP is going to be amended or not and if it needs to go to Panel for further discussion. The Local Authority does not have a deadline for sending you their planned changes but the SEN Code of Practice does state: 'If the plan needs to be amended, the Local Authority should start the process of amendment without delay' (9.176).
- If the EHCP is to be amended, you will be sent a proposed amended EHCP which you will be given 15 days to respond to in order to request any further changes. Subsequent to this and to any further conversations which may be required, the EHCP will be finalised.

# Your Questions:

I've been invited to a review – is it like parent's evening?  
What should I expect?  
How can I prepare?  
Who can support me?

It's not like parents' evening!  
We expect it to be much more of a two-way process than that and if you feel as though you need some support with the review, please do contact SENDIASS.

# Your Questions:

How will I  
know what  
a good  
review  
looks like?

Annual Reviews should be ‘person centred’ – that means they must focus on the needs of the young person as well as their aspirations. It is an opportunity for all concerned to discuss how the EHCP is working, whether the outcomes and provisions (support) are working and if not, what is required.

# Your Questions:

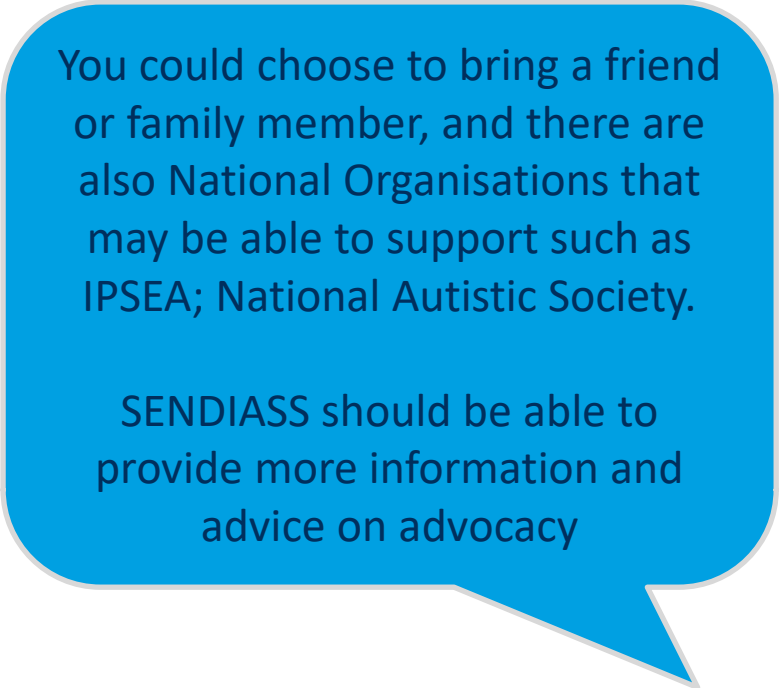
How do I  
know if the  
EHCP is  
working?

The purpose of the Annual Review is to do just this – look at what is and isn't working, how your child is working towards the outcomes in the EHCP and if something needs to change but if you still have concerns after the meeting, do speak to your school's SENCo, your Caseworker in the Statutory Assessment Team (all settings have a CWO linked to them) or to SENDIASS.

# Your Questions:



Can anyone  
advocate for  
me – support  
me at  
meetings?



You could choose to bring a friend  
or family member, and there are  
also National Organisations that  
may be able to support such as  
IPSEA; National Autistic Society.

SENDIASS should be able to  
provide more information and  
advice on advocacy

# SENDIASS

SEND Information, Advice and Support (SENDIASS)

Cambridgeshire County Council, SH1212, Shire Hall, Cambridge,  
CB3 0AP

Email - [sendiass@cambridgeshire.gov.uk](mailto:sendiass@cambridgeshire.gov.uk)

Confidential helpline open during term times: 01223 699 214