

If your child has an Education Health and Care Plan (EHCP), the local authority must review it at least once a year (or every six months for under-fives) so that it can change as your child changes.

The annual review is a review of the EHC plan, rather than a general meeting to talk about your child's progress.

The purpose of the review is to:

- Bring together yours and your child's views as well as the views of everyone else who helps your child

- Review how well the outcomes set in the plan, are being achieved

- Consider whether the provision and support detailed in the Education Health and Care Plan is still effective and relevant and to discuss whether it is working or needs to change.

- Set new targets for the next 12 months.

The annual review is the whole process of reviewing the EHC plan. The review meeting is just one part of an annual review.

When must an annual review be held?

Within 12 months of when the EHCP was first issued, and after that, within 12 months of the last review. It is the local authority's responsibility to ensure this happens.

For children in the 12-month period before a change of phase, reviews must be concluded and an amended EHCP be issued by 15th February in most cases, or 31st March for a move to a post 16 placement.

Changes of phase include the following:

Worcestershire:

Tel: 01905 768153

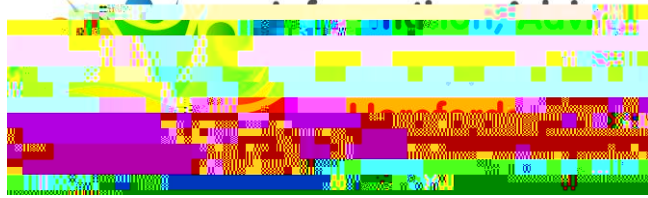
Email: sendiass@worcestershire.gov.uk

www.hwsendiass.co.uk

Herefordshire:

Tel: 01432 260955

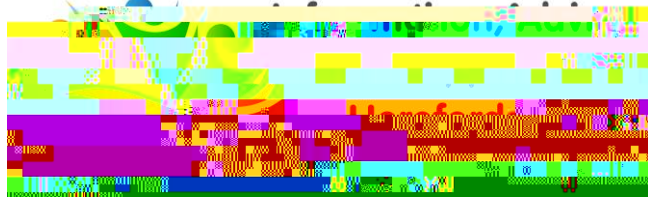
Email: sendias@herefordshire.gov.uk



For transitions to post 16 settings, the amended EHCPs must be in place at least 5 months before the new placement is due to start. If, however the young person changes their mind about their course/provision after 31st March or five-month deadline then the local authority should review the EHCP as soon as possible.

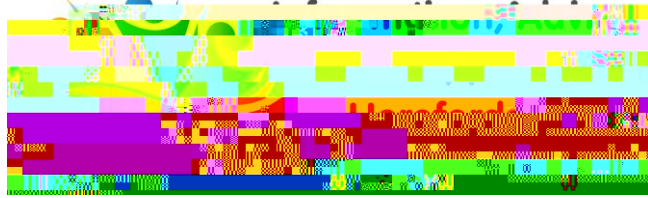
Can a review happen more often than once a year?

An interim or emergency review can be called at any time for example, if
Your child isn't making the progress that was expected
Their situation is deteriorating
T



All written reports gathered by the organiser, must be sent to everyone invited to the review meeting. This must happen at least two weeks before the meeting date, to give everyone time to prepare.

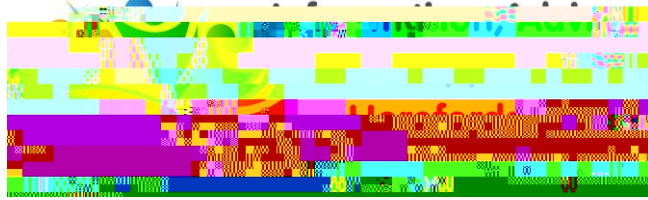
be heard at the meeting. They can do this by attending all or part of the meeting with you or



Meetings are usually held at your child's school and last around an hour, although this will depend on how much there is to discuss and how many people are at the meeting.

At the start of the meeting everyone should introduce themselves, and the person running the meeting should confirm what reports have been circulated and read.

The reports n hour,



Cease to maintain it.

They must notify you and the school of their decision within **four weeks** of the date of the annual review meeting. If they decide to amend the plan they will write and tell you what will change and why. They must also send details of the right to appeal and mediation.

You then have **15 calendar days** to think about these changes and tell the local authority whether you accept the plan for the next year, or not.

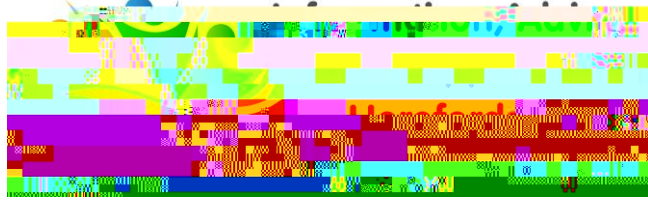
If you agree with the changes, the local authority will send out the updated EHC plan.

If you disagree with the changes, the first step is to contact the local authority and suggest the changes you would like to be made. If you can't reach an agreement, you then have the right to appeal through the Special Educational Needs and Disability Tribunal.

If in the annual review meeting you expressed your wishes to make changes to the plan, and the local authority decided not to make these changes, you also have a right of appeal through the Special Educational Needs and Disability Tribunal. For further information see our factsheets: 'What if I do not agree with decisions?'

If the local authority decides to cease to maintain the EHC plan you also have a right to mediation and a right of appeal through the Special Educational Needs and Disability Tribunal. The local authority must continue to maintain the EHCP until the appeal rights have expired or been concluded.

*If the young person is under 18 and is excluded or decides to leave education/training, the local authority **must not** cease the EHCP, unless it is no longer necessary. The local authority should focus on re-engaging the young person if nocea2 (r)-3(dsh) EMC /P .D42.0(d)8(e)JT5(a9*



Preparing for the annual review meeting
Deciding whether to ask for changes to an EHC plan
Possible support at the annual review meeting
Information on transition from primary to secondary school or post 16 settings
Information, advice and support about your rights to make a complaint, seek independent **disagreement resolution** or **mediation**.
Advice and support during the process of appeal

You can also read our:

[Helpful Hints Guide on preparing for meetings](#)
[What if I do not agree with decisions?](#) Factsheet

More information can also be found on our website:

WWW.hwsendiass.co.uk

