

SEND Information, Advice & Support Service

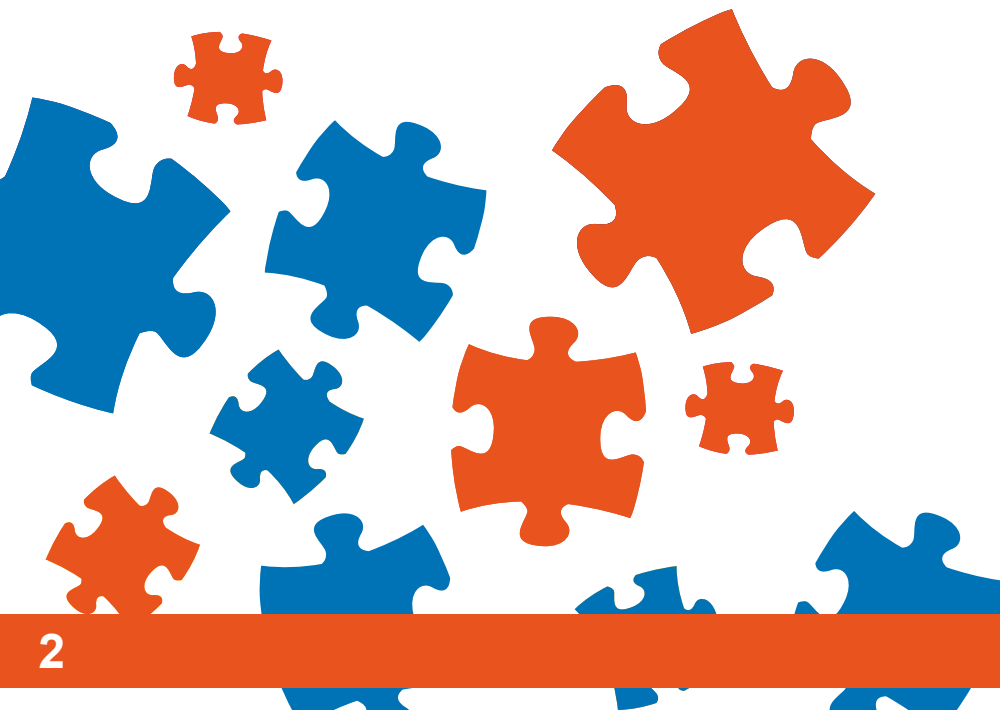


A Guide to Annual Reviews



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What is the annual review?

The Children and Families Act 2014 states that your child's Education, Health and Care Plan (EHC plan) must be reviewed at least once a year (if your child is under five years old, reviews must be six monthly). This is set out in the *Special Educational Needs and Disability (SEND) Code of Practice: 0 - 25 years.

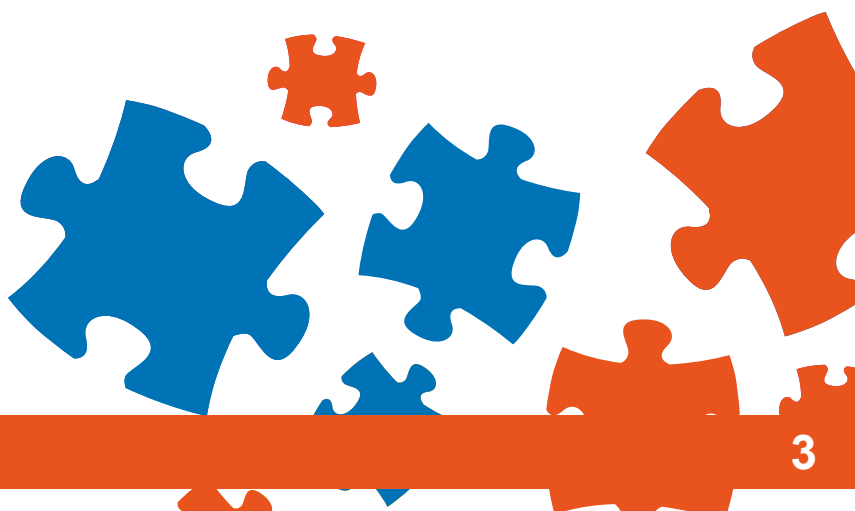
If your child has a statement of special educational needs, this will also be reviewed annually. Coventry Local Authority (SEN Management Services) has a timetable for transferring statements to EHC plans by 1 April 2018 and your education setting will keep you informed when this is due to happen.

The Annual Review meeting will:

-  Bring together your views and those of your child or young person, along with the Local Authority, the education setting and all the professionals who help your child
-  Check your child's progress against the outcomes specified in the statement/EHC plan and longer term aspirations
-  Set new targets for the coming year
-  Consider any further action required and if so, who will be responsible
-  Decide whether the statement/EHC plan needs amending

The review must consider whether these outcomes and supporting targets remain appropriate. If there is a particular concern about your child's progress, an early annual review may be arranged.

** The SEND Code of Practice (0-25 years) is a guide to schools, colleges, early years settings and Local Authorities (LAs) about the help they can give to children with special educational needs You can download a copy from the Department for Education at: www.gov.uk/government/publications/send-code-of-practice-0-to-25*







What happens before the review?

You, your child and any other individuals relevant to the review must be invited to a meeting with at least two weeks notice. The school (or, for children and young people attending another institution, the local authority) must seek advice and information about your child before the meeting from all those invited. They must then send any advice and information gathered to all parties at least two weeks before the meeting.

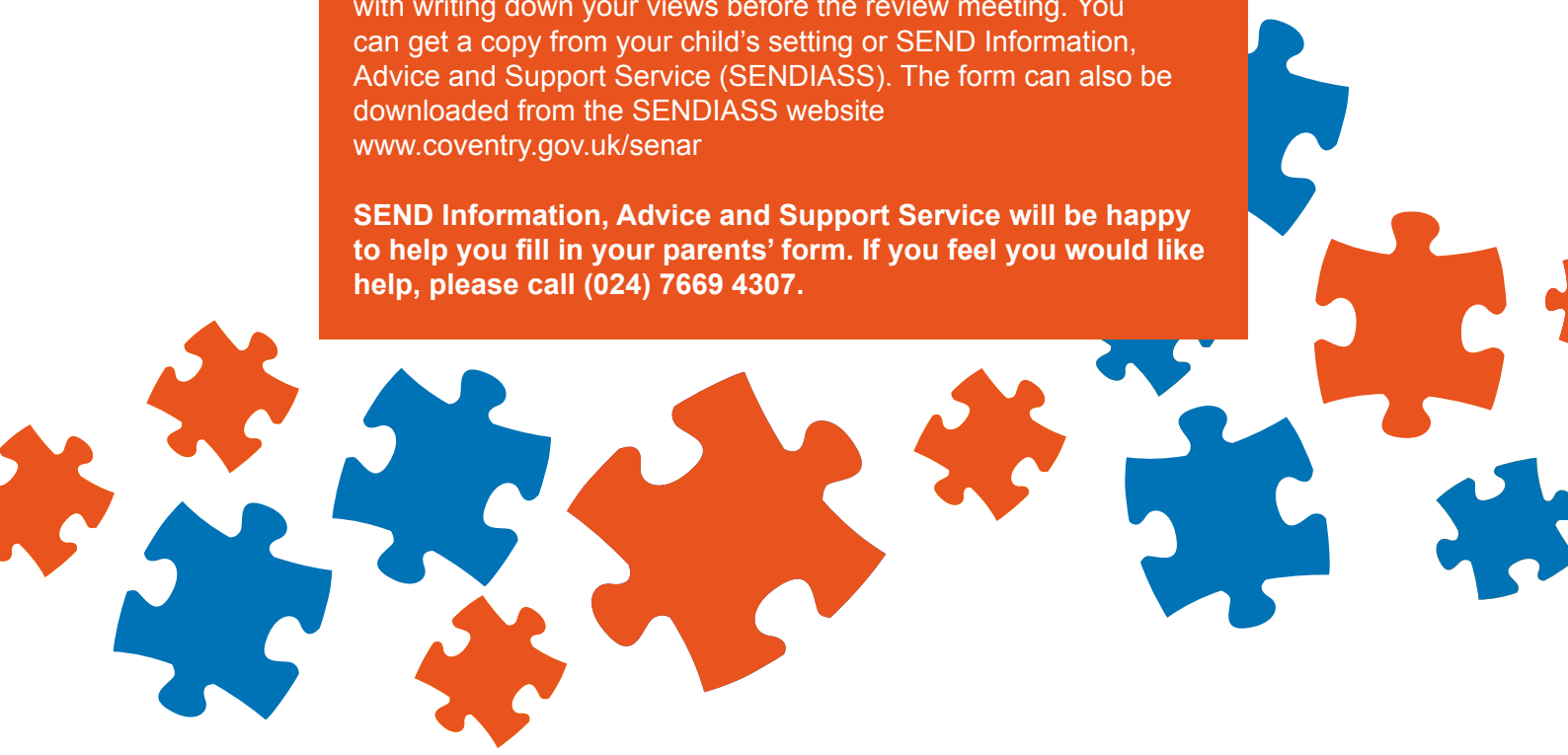
How can I be involved?

You and your child's views are very important and the following may be of help in the process:

-  You may wish to look at the special educational, health and social care needs and provisions set out in the plan. Make a note of anything that is missing or in need of updating. Make a list of whatever you would like to share at the meeting, and any questions you may want to ask
-  According to your child's age and ability, you may wish to talk to your child and find out what he/she thinks about their progress. The education setting should also provide your child with the opportunity to record his/her own views, and encourage your child to take an active role in the annual review process

If you wish, you can use the form called 'Your Part in the Annual Review - Parents'/Carers' Report and Advice Form' to assist you with writing down your views before the review meeting. You can get a copy from your child's setting or SEND Information, Advice and Support Service (SENDIASS). The form can also be downloaded from the SENDIASS website www.coventry.gov.uk/senar

SEND Information, Advice and Support Service will be happy to help you fill in your parents' form. If you feel you would like help, please call (024) 7669 4307.





What happens at the review meeting?

Make sure you know everyone at the meeting and ask if someone is present that you do not know. If you are given any reports on arrival, ask for time to read them before the meeting starts. You can take a friend, family member or somebody else to support you if you wish. Your child should be able to attend at least part of the meeting; therefore, adults should be sensitive to what is included in the discussion.

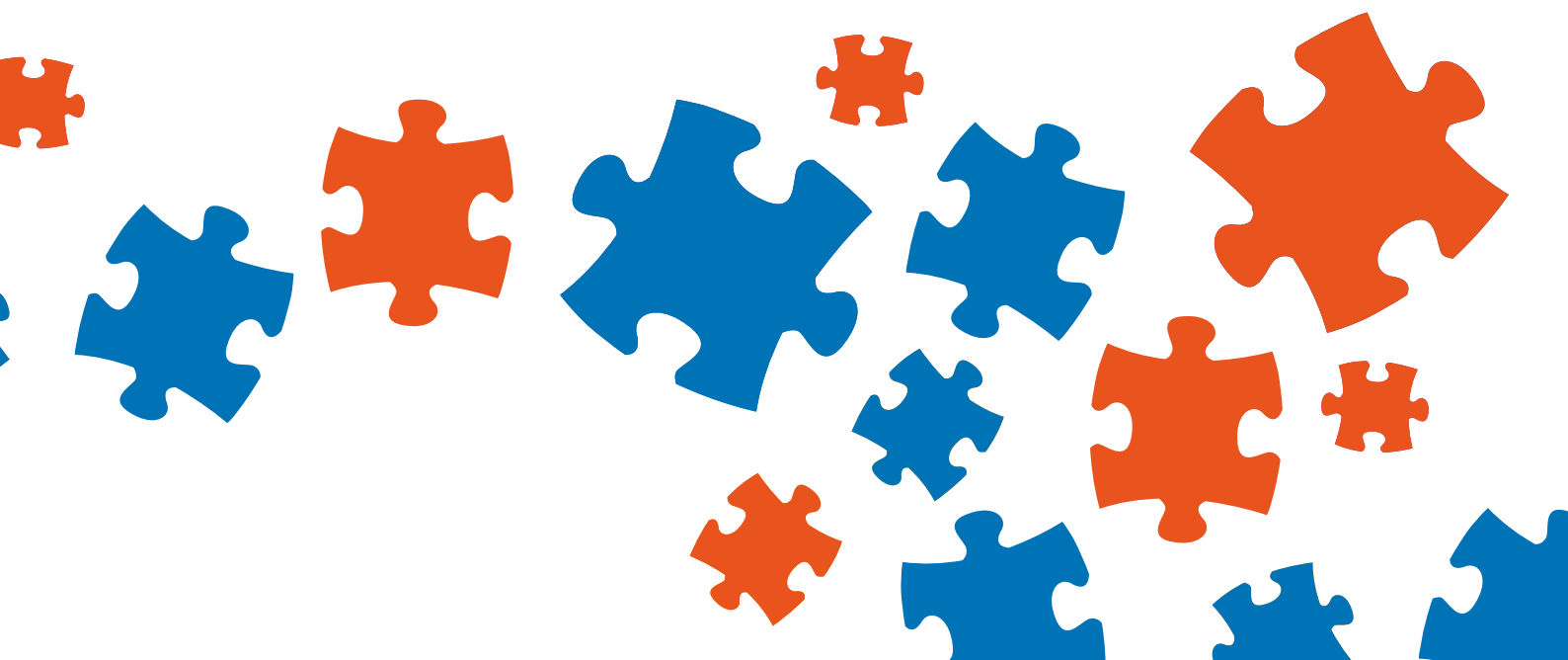
The review will usually be chaired by the Head teacher/Principle or a nominated teacher and will normally take place at your child's education setting. Those present will be asked to comment on your child's progress and should include their achievements and any difficulties.

Agreeing targets for progression at the meeting

The Purpose of the Annual Review meeting is to consider whether your child's statement/EHC plan is up to date and relevant. Reviews must focus on your child's progress against what is written in the statement/EHC plan and must consider whether these outcomes and targets are still appropriate and if any changes may be needed.

The review must be carried out in partnership with you and your child and must take notice of your views, wishes and feelings, including your right to request a Personal Budget. Also any existing Personal Budget arrangements should be reviewed including the statutory requirement to review any arrangements for direct payments.

All those involved with your child, should use the targets to focus on your child's education during the following year.





After the meeting

The school (or, if your child attends another setting, the local authority) must prepare and send a report of the meeting to everyone invited within two weeks of the meeting. The report must set out any changes that have been suggested, including where there may be a difference of opinion amongst those who attended the meeting, about what those changes might be.

The Local Authority must decide whether to:

- 1) keep the plan as it is
- 2) change (amend) it or
- 3) cease to maintain it

The Local Authority must send you and the education setting their decision within four weeks of the review meeting. In each case, whatever the decision (even if the Local Authority decides to do nothing) you have the right to challenge that decision including the right of appeal to the First-Tier Tribunal for SEN and Disability.

What happens next?

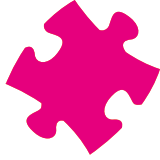
If the Local Authority amend the plan, they must do so without delay and send you a copy of the existing plan and a notice which sets out the proposed changes. You will have 15 days to respond. If you do not agree with the changes, you can give your account to SEN Management Services, including the request of a particular school or other institution being named in the EHC plan.

The Local Authority must issue an amended final plan within eight weeks of sending the proposed changes to you. They **must** also advise you of:

- 🧩 your right to appeal against the content of the plan to the First-tier Tribunal, SEN and Disability
- 🧩 the requirement for you to consider mediation should you wish to appeal
- 🧩 disagreement resolution services and the availability of information, advice and support

This information can also be found on the Local Offer website





Re-assessments of EHC plans

An amendment to the EHC plan would be for minor or specific changes in the child's circumstances. However if a child's needs change significantly you, the young person or education setting may request a re-assessment of the EHC plan. In which case, the LA must carry out a re-assessment if more than 6 months have passed since the last EHC needs assessment was conducted. The LA can also decide to start a re-assessment.

Re-assessments must follow the same process as for the first EHC needs assessment and drawing up of the EHC plan, with the same timescales and rights of appeal for the child's parent or the young person.




Ceasing a Statement/EHC plan

A local authority may cease to maintain an EHC plan only if it determines that it is no longer necessary for the plan to be maintained, or if it is no longer responsible for the child or young person. The legal definition of when a child or young person requires an EHC plan remains the same as that for a statement under the Education Act 1996. The circumstances in which a statement can be ceased or not replaced with an EHC plan during the transition period, are the same as that for ceasing an EHC plan.



Transfer between phases of education

A transfer between phases of education means a transfer from:

-  early years education to school
-  infant school to junior school
-  primary school to secondary school

The local authority must review and, if necessary, amend, the plan by 15 February in the calendar year of their transfer. The amended plan should name the school that your child will attend following that transfer.

If your child is moving from secondary school to a post-16 educational setting or apprenticeship, the review and any changes to the plan - including specifying and naming the institution must be completed by 31 March in the calendar year of the transfer.

However, transfers between post-16 institutions may take place at different times of the year, in which case the local authority must review and amend, where necessary, the young person's EHC plan at least five months before the transfer takes place.

Preparing for adulthood in reviews

From Year 9 and onwards, all reviews must focus on preparing for adulthood, including employment, independent living and participation in society. This transition planning must be built into the EHC plan and where relevant should include effective planning for young people moving from children's to adult health and care services.

At the review meetings it will be important to record the views, wishes and feelings of the young person. It would be useful to invite staff from post-16 institutions, especially from any settings where the young person has expressed an interest in attending.

Post-16

As a child reaches the end of compulsory school age (the end of the academic year in which they turn 16), some rights to participate in decision-making about Education Health and Care (EHC) plans transfer from the parent to the young person, subject to their capacity to do so, as set out in the Mental Capacity Act 2005. Parents of young people can still access information, advice and support on behalf of, or with the young person.

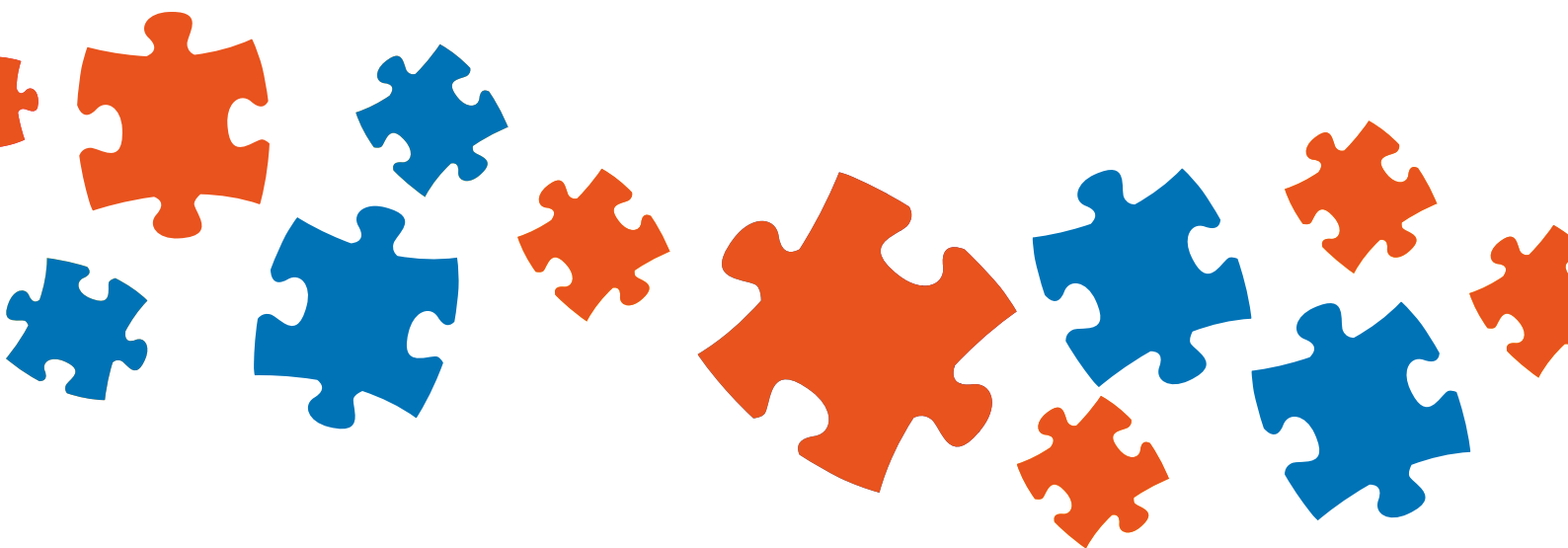
The annual review process should be used to consider whether special educational provision provided through an EHC plan will continue to enable young people to progress towards agreed outcomes that will prepare them for adulthood and help them towards their aspirations.

Post-19

When deciding whether a young person aged 19 or over no longer needs the special educational provision specified in the EHC plan, a local authority must take account of whether the education or training outcomes specified in the EHC plan have been achieved. Local authorities must not cease to maintain the EHC plan simply because the young person is aged 19 or over.

Where an EHC plan will still be maintained for a young person aged 19 or over, it must continue to be reviewed at least annually. The plan must continue to contain outcomes which should enable the young person to complete their education and training successfully and so move on to the next stage of their lives, including employment or higher education and independent living.

Local authorities should ensure that young people are given clear information about what support they can receive, including information about continuing study in adult or higher education, and support for health and social care, when their plan ceases.



Coventry's Special Educational Needs and Disability (SEND) Local Offer

Local authorities must publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled:

www.coventry.gov.uk/sendlocaloffer



Special Educational Needs - Useful Contacts for further information:

IPSEA www.ipsea.org.uk

(Independent Parent Special Educational Needs Advice)

IPSEA is a national charity providing free legally based advice to families who have children with special educational needs.

Contact a Family www.cafamily.org.uk

Contact a Family is a national charity for families with disabled children, offering support and advice on a range of issues.

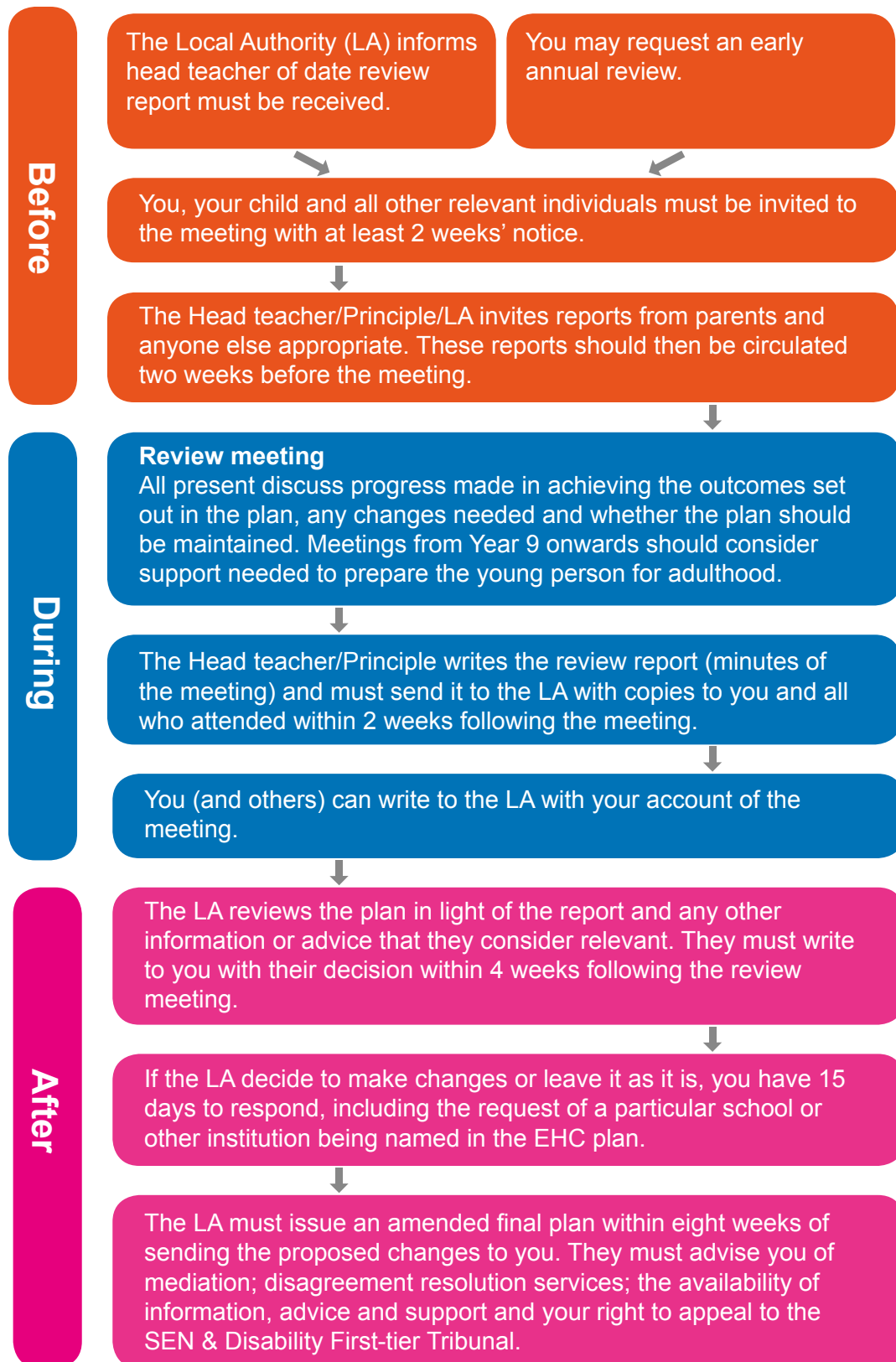
Coram Children's Legal Centre www.coramchildrenslegalcentre.com

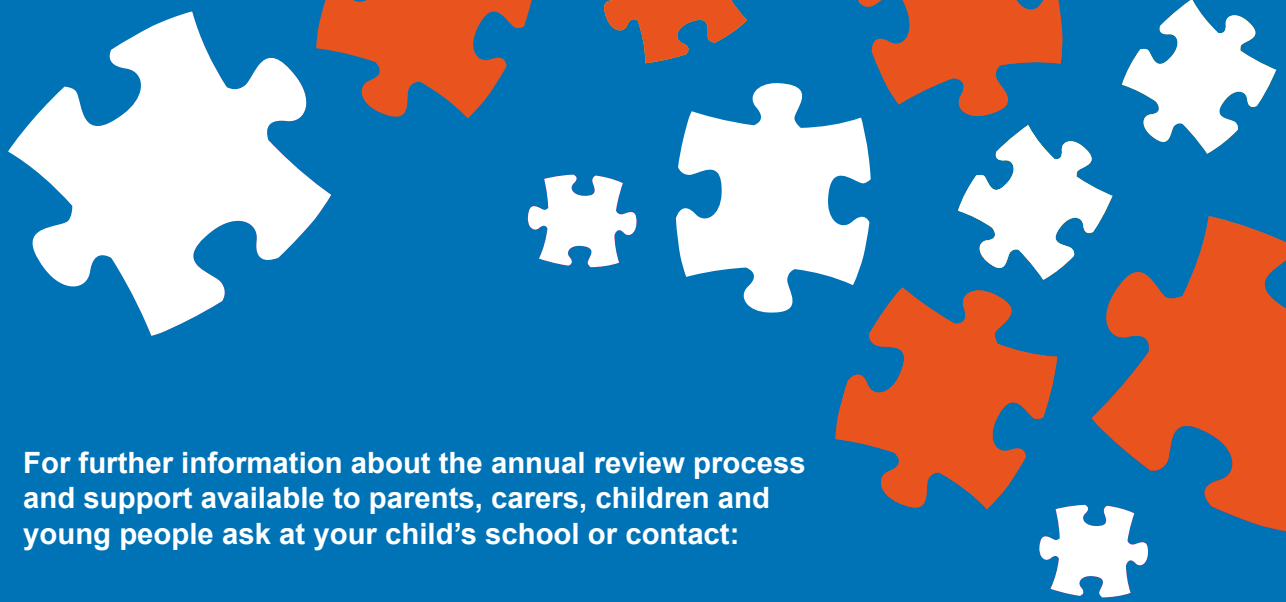
Coram provide free legal information, advice and representation to children, young people, their families.

National Autistic Society (NAS) www.autism.org.uk

Provide information, support and pioneering services, and campaign for a better world for people with autism.

Annual Review Process – Flowchart





For further information about the annual review process and support available to parents, carers, children and young people ask at your child's school or contact:

SEND Information, Advice and Support Service

Limbrick Wood Centre
Thomas Naul Croft
Tile Hill
Coventry
CV4 9QX

Tel: (024) 7669 4307

www.coventry.gov.uk/iass

SEN Management Services

People's Directorate
New Council Office
Earl Street
Coventry
CV1 5RS

Tel: (024) 7683 1615

If you require this information in another format or language please contact us.

Telephone: (024) 7669 4307

Fax: (024) 7669 5627

e-mail: iass@coventry.gov.uk

