

# EHCP ANNUAL REVIEW PROCESS

## SENCO Timeline



Early September	<ul style="list-style-type: none"> <li>Check names of children / young person(s) (YP) due for EHC Annual Reviews (AR)</li> <li>Set dates for EHC AR meeting(s) in school / setting (Autumn, Spring, Summer)                             <ul style="list-style-type: none"> <li>put dates in school / setting diary</li> <li>inform relevant staff and parent/ carer</li> </ul> </li> </ul>
5 to 6 weeks before in-school meeting	<ul style="list-style-type: none"> <li>Read 'Annual Review Guidance' and check content of annual review form</li> <li>Discuss purpose of the review and initial planning with the child /YP</li> <li>Formally invite parents/ carers and professionals involved notifying them of the in-school meeting date                             <ul style="list-style-type: none"> <li>asking for their views on the child's/ young person's progress (provide support or enclose appropriate parent/carer views form)</li> <li>list other people invited and ask if there are others that should be invited</li> <li>provide date for information to be returned to school (3 weeks before meeting)</li> </ul> </li> </ul>
3 weeks before meeting	<ul style="list-style-type: none"> <li>Request pupil provision timetable, tracking and progress update from class teacher and relevant staff</li> <li>Engage the child /YP in the planning of the review</li> <li>Capture the child / YP's views (use means appropriate for the child/YP)</li> <li>Make further efforts to contact parents if no response to invitation</li> </ul>
At least 2 weeks before meeting	<ul style="list-style-type: none"> <li>Circulate information received to all who have been invited to attend</li> </ul>
Prior to in-school meeting	<ul style="list-style-type: none"> <li>Review information submitted against annual review form, considering key issues to be included in discussions and organisation of the meeting</li> </ul>
<b>In-school meeting takes place – Personalised pupil centred approach with an outcomes focus</b>	
Immediately after AR meeting	<ul style="list-style-type: none"> <li>Complete AR form with Head teacher's / Principal's / Manager's summary</li> <li>School sends completed AR forms to those who attended / were invited to attend</li> </ul>
Within 2 weeks of the in-school AR meeting	<ul style="list-style-type: none"> <li>School emails completed Annual Review form, copies of submitted views and other required / relevant documents to the 0-25 Statutory Assessment Team at <a href="mailto:senadmin@plymouth.gov.uk">senadmin@plymouth.gov.uk</a></li> </ul>
Within 2 weeks of receiving the Annual Review	<ul style="list-style-type: none"> <li>0-25 Statutory Assessment Team reviews recommendations and quality assures content with reference to: parental issues raised, appropriate provision and information.</li> <li>0-25 Statutory Assessment Team writes to parents to notify them of appropriate action following the review. A copy of this letter is sent to the school / setting.</li> <li>If school does not receive a response within this time frame school to contact <a href="mailto:senadmin@plymouth.gov.uk">senadmin@plymouth.gov.uk</a></li> </ul>