

Annual Reviews

~ what are they and what should I expect?

If your child has an Education, Health and Care Plan (EHC Plan) the Local Authority (LA) must review it at least every 12 months (every 6 months for children under 5 years old). This process is known as the 'Annual Review'. If there is a concern about the progress of a child or if your child is about to change schools, then an 'Annual Review' may be brought forward. This is known as an interim or emergency review.

Please note: 'child' = 'child or young person'

Why does my child need an 'Annual Review'?



The purpose of the review meeting is to:

- bring together the views of you, your child and all those involved in helping your child
- review the special arrangements made for your child
- make sure that targets set previously are being achieved and to set new short term targets for the next year, and where appropriate, agree new outcomes
- recommend possible amendments to the EHC Plan
- consider whether an EHC Plan is still required

How do I know an 'Annual Review' is happening?

If the child is at school, the school will write to you and the others on the list below. They will invite you to attend a meeting (known as the 'Annual Review' meeting). This should happen at least 2 weeks before the meeting is due to take place. If the child is not on roll then the LA will write to you. At the same time, they will ask you to forward any comments or information you would like to make about your child's progress (this is generally done by completing a form). The child will also be asked about their views. This should be done with enough time for you to think about this before the meeting itself.

The information provided should be sent to all those invited to the review, in good time to allow comments before, or discussion at the meeting.

For more information on what would happen and what would be discussed, please see our **'Parental and CYP Involvement in Annual Review'** factsheet for more information.

What will be discussed at the 'Annual Review'?

The views of parent carers and of the child are very important and your involvement in the 'Annual Review' process is crucial. It is your opportunity to share your views about their progress over the last year. Parent carers and the child should attend the 'Annual Review' meeting where possible, although the child may only want to attend part of it. The child should especially be asked about how they feel about their progress, their likes and dislikes and school in general.

Who will attend the 'Review' meeting?

The following must be invited:

- You and your child (you can also bring a friend or representative if you wish)
- the young person if they are over 16 (however, they may opt to bring their parent carer)
- a representative of the school who knows your child
- a representative from the LA
- a Health Service representative and an LA social care representative
- any other relevant individuals

Who will attend the 'Review' meeting? (continued)

It may not be possible for everyone invited to attend the review meeting, but the Head Teacher should make sure that the date fixed is convenient for those people who have had the most contact with your child. For those not able to attend, they will be asked to submit their views in writing along with any reports.

TIMELINE OF WHAT HAPPENS AFTER 'ANNUAL REVIEW' MEETING

Within 2 weeks School report	School prepares report summarising discussion and actions from meeting and setting out targets for coming year and sends to all those invited to the review
Within 4 weeks LA's decision (s) - amendment notice	LA reviews report in light of the EHCP and notifies you and the school about their decision whether to: maintain the EHC Plan without any changes. make changes to the EHC Plan, or cease to maintain the EHC plan (i.e if needs can now be supported through SEN support, or no longer needs education or training).
Within 15 days of decision	Notify the LA about your views of their decision. If changes have been suggested, you can also give feedback on these changes.
Within 8 weeks of amendments notice	The LA must either issue the amended finalised EHCP or decide not to proceed with the amendments. If you do not agree with this decision, you can discuss this with your Planning Co-ordinator.

What if I still do not agree with the decisions?

Once you receive the official decision, if you are still not happy, then you have the right to access the Global Mediation Service and/or have the right to appeal to the Special Educational Needs and Disabilities (SEND Tribunal). For more details, factsheets and webpages guides can be obtained from [SENDIAS resources](#).

Special Arrangements:

Years 5/6 - The Annual Review (AR) in Year 5 should consider your child's transfer to secondary school, so there is time for planning and for you to consider the available options. The Year 5 review should be held in the summer, and the amended final of the EHCP should be issued by 15th February of the year of transfer (year 6).

Year 9 - transition to post 16 is discussed and recommendation made for your child's move into adulthood. Where a child is moving to further education, the AR should be held early enough for the amended final EHCP to be sent by 31st March of the year of transfer.

To find out more about what happens during the meeting, please see our '[Annual Reviews' webpage guide](#)

Service Statement

The role of the SENDIAS service is to ensure that all parents, children and young people have access to impartial information, advice and support so they can make informed decisions related to their situation. Any information that is shared with the service is in confidence unless permission has been obtained to share this with other individuals, services and agencies that may be able to help the family with their circumstances. All our policies and privacy notice, are on our website.

How To Contact Us

Contact-line: 0330 222 8555
Email address: send.ias@westsussex.gov.uk (parent carers and professionals)
cyp.sendias@westsussex.gov.uk (children and young people up to 25 years)
Website: www.westsussexsendias.org

SEND: Special Educational Needs and/or Disabilities

To view all SENDIAS factsheets online: <https://bit.ly/3apJBmu>

or scan QR code:

