**EHCP Annual Review Meeting - Frequently Asked Questions**

**What is an annual review meeting?**

An annual review meeting is part of the process of reviewing a child or young person’s progress towards achieving the outcomes specified in their Education, Health and Care Plan. The review meeting must also consider whether these outcomes and supporting targets remain appropriate.

**What section of the SEND Code of Practice relates to Annual Reviews?**

Please refer to Chapter 9 of the SEND Code of Practice Sections 9.166 to 9.185 for guidance regarding the annual review process.

**When should an annual review meeting take place?**

The review meeting must be held **within 10 months** of the date when the original EHCP was issued. Subsequent review meetings will be held **within 10 months** of the conclusion of the previous annual review process (see flowchart).

**How can I find out when a pupil’s annual review meeting is due?**

If you know the date of the last annual review meeting, the next one will be due approximately 11 months from the previous meeting date. If you are not sure, you can contact Ricki Foxall, SEN Team on 01743 254366 to enquire.

**Can an annual review meeting be bought forward or delayed as necessary?**

Yes, there are circumstances where it may be appropriate to bring forward the review where there has been a change of needs or to meet the key transition dates. It should only be delayed in exceptional circumstances and by prior agreement with the Local Authority.

**Where should an annual review meeting take place?**

In most cases, reviews should be held at the educational setting attended by the child or young person. There may be exceptional circumstances where it will be appropriate for the review meeting to be held by the local authority in a different location, for example where a young person attends programmes of study at more than one institution.

**Who should arrange an annual review meeting?**

It is the responsibility of the Local Authority to ensure that an Annual Review meeting takes place. In the majority of cases the Local Authority will request that this is undertaken by the school or other educational setting. The educational setting, usually the Senco/Headteacher, will then be responsible for arranging, preparing and circulating the paperwork and inviting people to attend an annual review meeting.

**Who should chair an annual review meeting?**

In most cases, reviews should normally be chaired by the Senco/Headteacher of the educational setting attended by the child or young person. Reviews are generally most effective when led by the educational setting as they know the child or young person best, will have the closest contact with them and their family and they will have the clearest information about progress and next steps.

**Who should be invited to an annual review meeting?**

The child’s parents or young person, a representative of the school or other institution attended, a local authority SEN Officer, a health service representative and a local authority social care representative must be invited and given at least two weeks’ notice of the date of the meeting. Other individuals relevant to the review should also be invited which could include youth offending teams, job coaches, sensory inclusion service, short breaks provider etc. If the child/young person is approaching transition to another educational setting it may be appropriate to also invite someone from that setting. Parents/carers may wish to invite somebody to provide them with support or guidance, such as IASS. Young people may wish to have an independent advocate who they would wish to be included in the review meeting.

**How much notice should be provided to attendees?**

People must have at least two weeks’ notice to attend however we would recommend giving 6 weeks’ notice to ensure availability can be met and to provide sufficient time so that they can submit a written report/supporting information.

**Can an annual review meeting go ahead if the parents/young person cannot attend?**

Please make every effort to try to rearrange the annual review meeting to an alternative date when the child/young person can attend.

**Can the child/young person be present at the annual review meeting?**

Yes the SEND Code of Practice encourages children and young people to be involved in their annual review meeting and to give their views. It may be appropriate for a child to attend for a section of the review and not necessarily the whole meeting.

**Where can I find the annual review meeting report template?**

All of the annual review meeting paperwork can be found on the local offer here: https://www.shropshire.gov.uk/the-send-local-offer/education/education-health-and-care-plan/ehcp-annual-reviews/

**What other documents need to be sent in with the annual review report?**

We require the annual review report, child’s/young person’s views, parent’s/carer’s views, pupil centered plan (current and reviewed), preparing for adulthood document (year 9 onwards), costed provision map and any other professional reports (if appropriate).

**Where does the annual review paperwork need to be sent?**

Please send the annual review report and any other additional documents to the SEN Team via encrypted email ([senannualreviews@shropshire.gov.uk](mailto:senannualreviews@shropshire.gov.uk)).

**When do I need to send the paperwork to the SEN Team?**

The annual review paperwork needs to be submitted to the SEN Team as soon as possible and no later than 2 weeks of the meeting date.

**When will I receive a decision from the SEN Team?**

Parents/young person/school will receive a letter from the SEN Team confirming the LA’s decision (e.g. maintain/amend/assess/cease/transfer to GSP); this should be within 4 weeks of the meeting date. This can only be achieved if the school submit the paperwork to the SEN Team within 2 weeks of the meeting date.

**If the EHC plan is being amended when will I receive an amended copy by?**

An amended EHCP should be received within 8 weeks of the LA decision. Please note the LA are only able to keep to this deadline if the school submits the paperwork within the two week deadline.

**Can parents/young people appeal the decision?**

Yes, a letter will be sent with the LA’s decision which will outline their rights of appeal and the timescales.

**Who can I call if I have an annual review query?**

Ricki Foxall, Administrator, SEN Team – 01743 254366

**Who can I email if I have an annual review query?**

senannualreviews@shropshire.gov.uk