ANNUAL REVIEW REPORT

of an Education, Health and Care Plan (EHCP)

It is important that you have a copy of the latest EHCP to review and to annotate if any amendments are required. You can refer to Shropshire’s Annual Review Guidance and Chapter 9 of the SEND Code of Practice Sections 9.166 to 9.185 for guidance regarding the annual review process.

Please note that 4 weeks before the meeting, invitations must be sent by the school to parents/carers and all professionals involved with the child or young person including Health, Social Care, Early Help etc. If involved professionals are unable to attend the meeting, please ensure that relevant reports are included as part of the annual review report.

PfA outcomes should be included from Year 9.

**Where do you need to send the paperwork?**

Please send this annual review report and any additional documents to the SEN Team via encrypted email (senannualreviews@shropshire.gov.uk). [New instructions: If you have been enrolled on the SEN Portal, please upload the documents into your SharePoint folder, Add a folder for each student, name the folder to clearly identify the student – ideally student name/DOB/NCY].

The SEND Code of Practice states that the completed annual review report and any additional documents must be sent to the SEN Team within 2 weeks of the meeting date, this must not be exceeded. This ensures that statutory deadlines can be met.

If you need any help with this please contact the admin team on 01743 254267 (option 3).

# CYP and Educational setting Details

Date of Annual Review meeting:

Name of Child / Young Person:

Unique identifier (UPN):

NHS Number:

Date of Birth:

Address (If different to the EHCP):

Contact details young person (if applicable) -

Home Tel:

Mobile:

Email:

Year Group:

Attendance %:

Educational setting Name:

Named Contact:

Email:

**Please include the information in this section below only if there is a change of details in the last 18 months**.

Gender:

Is this a CLA pupil? [Include Authority if yes]:

Educational setting Contact Details:

Name of Parent / Carer / Guardian 1:

Home:

Mobile:

Email:

Relationship to child/young person:

Address if different to child/young person:

Does this person have parental responsibility (PR)?

Name of Parent / Carer / Guardian 2:

Home:

Mobile:

Email:

Relationship to child/young person:

Address if different to child/young person:

Does this person have parental responsibility (PR)?

Name of Foster carer (if applicable):

If those detailed above do not have PR, who does?

# Professionals and others involved

Please indicate all those involved with this review, including their role. Include parent carers and current professionals/agencies involved with the child or young person.

Invited:

Attended:

Did not attend:

**If there is external agency involvement, (i.e. social care/ health) Please ensure a copy of all professional reports are sent with this form.**

# Child/Young Person/Parent’s Views/Aspirations

Section A of EHCP (All about me)

**You can, if preferred, annotate EHCP** - strikeout for deletions and purple for additions

What is important to me (child/young person views). Please note these changes/updates will help the Local Authority to update section A of the child’s/young person’s EHCP.:

What is important to us (parent/carer views). Please note these questions will help the Local Authority to update section A of the child’s/young person’s EHCP. Please note that this section is only applicable up to year 11.

Are parents aware of the Shropshire local offer and do they access it for groups/ information/ support? Yes / No

# Overview of Personal/Education Attainment and Achievement over last 12 months

Please identify any achievements e.g. development of life skills (including independence), social skills, ability to communicate etc. Please also detail any barriers to learning. Screenshots of student attainment from educational setting can be pasted here.

Standardised scores/EYFS attainment:

Academic learning:

Vocational learning:

Extra-curricular achievement:

Higher education and/or employment:

Independent living (i.e. learning to drive):

Participating in society (i.e. clubs):

Being healthy in adult life:

Attendance:

# Review of Health Needs

(Section C of EHCP)

**You can, if preferred, annotate EHCP** - strikeout for deletions if health needs no longer apply and purple for additions - update with new health needs and/or diagnoses.

**Any new health reports must be attached to the Annual Review report.**

Do the child/young person’s health needs require an Individual Healthcare Plan?

Any other information that you would like to share?

# Review of Social Care Needs

(Section D of EHCP)

**You can, if preferred, annotate EHCP** - strikeout for deletions if social care needs no longer apply and purple for additions - update with new social care needs and attach new social care report/assessment:

Are there any changes such as your child’s behaviour or general wellbeing, changes to the impact upon the family at home, or have things improved since the last review?

# Review of Outcomes

(Section E of EHCP)

**You can, if preferred, annotate EHCP** - strikeout for deletions and purple for additions

## If the annual review is at the end of a Foundation Stage or Key Stage new long term outcomes must be agreed

From year 9 outcomes must relate to Preparing for adulthood (PFA) <https://www.shropshire.gov.uk/the-send-local-offer/preparing-for-adulthood/>

### Long Term Outcome 1

What progress towards achieving the outcomes have been made – a commentary on the outcomes:

Please identify up to 3 new steps related to this long-term outcome that will be achieved over the next 12 months:

### Long Term Outcome 2

What progress towards achieving the outcomes have been made – a commentary on the outcomes:

Please identify up to 3 new steps related to this long-term outcome that will be achieved over the next 12 months:

### Long Term Outcome 3

What progress towards achieving the outcomes have been made – a commentary on the outcomes:

Please identify up to 3 new steps related to this long-term outcome that will be achieved over the next 12 months:

### Long Term Outcome 4

What progress towards achieving the outcomes have been made – a commentary on the outcomes:

Please identify up to 3 new steps related to this long-term outcome that will be achieved over the next 12 months:

# Transition/Moving on Arrangements

(only complete if appropriate)

If the child/young person is moving to a new educational setting please outline any transition plans, including actions and timescales. Identify any additional support that may be needed during transition e.g. any adaptations or specialist equipment:

If leaving education, please detail the transition arrangements and intended outcomes such as employment etc:

If the young person is Year 9 or above please attach a copy of the Preparing for Adulthood document (PFA). From Year 9 onwards the focus should be on the Preparation for Adulthood Outcomes; employment; independent living; community inclusion; health:

# Review of Education Provision

(Section F of EHCP)

**You can, if preferred, annotate the EHCP** - strikeout for deletions and purple for additions

Please list all appropriate and relevant strategies, intervention and provision. What is it for? how often and by whom? What the CYP needs, not what you are currently doing:

All Setting to enclose a provision map or equivalent (and timetable if in post 16 education) detailing the support being provided. If a change to the current level of funding is required we will need further information and evidence to support this (For Post 16 none specialist Mainstream Colleges and Training Providers only, please submit fee requests via the Post 16 commissioning process:

:

# Review of Social Care Provision

**You can, if preferred, annotate the EHCP** - strikeout for deletions and purple for additions

(Section H1 & H2 of EHCP)

Detail what social care / early help provision is currently in place:

# Additional comments

Record any additional discussion points, i.e. transition, expected destination including any significant changes in the child’s/young person’s circumstances:

Are parents in receipt of Personal Budgets/Direct Payments? (Section J of EHCP) [See the SEND Local Offer](https://www.shropshire.gov.uk/the-send-local-offer/financial-support/personal-budgets-and-direct-payments/) for more information:

Yes/No

Would the parent/carer/young person like to request a Personal Budget/Direct Payment? Yes/No

# Recommendation from Annual review meeting

(must be completed)

In-line with the child’s/young person’s progress, please make a recommendation to the Local

## Authority. Type YES in the box. Choose one recommendation only

### Maintain – no amendments

EHCP is still required and the placement, provision and outcomes remain appropriate.

### Amend

EHCP is still required although amendments are needed. (Annotated EHCP must be attached as well as any supporting professional advice).

### Statutory Reassessment (20 week process)

The child’s/young person’s special educational needs have changed so significantly that a full reassessment of their needs and provision is required may be necessary. For details [see the SEND Local Offer](https://www.shropshire.gov.uk/the-send-local-offer/education/how-is-sen-funded-in-schools/education-health-and-care-plan-ehcp/20-week-educational-health-and-care-needs-assessment-ehcna-process/)

**Cease** – Transfer to SEN Support or FE high needs

1. EHCP is no longer required. The child/young person still requires a level of educational support which can be met through a Graduated Support Plan (GSP) or FE high needs funding. Please attach a completed GSP template and a costed provision map. If over 18 years old, adult funding.
2. The child/young person no longer requires special educational provision to be made through an EHCP and has met or will meet their outcomes by the end of the current academic year.
3. The child/young person is electively home educated and no longer requires the EHCP.
4. The young person is leaving education.

# Actions from Annual review meeting

(Only complete if appropriate)

Action 1:

By Whom:

By When:

Action 2:

By Whom:

By When:

\*Add more as necessary

Please include/attach the following:

o Preparing for Adulthood document & timetable for the academic year (Year 9 onwards) o Reports from professionals / external agencies (if applicable) o Annotated EHCP (if amendments are being requested)

# Declaration

(Must be signed)

## Chair of the annual review meeting (mandatory – must be signed)

I confirm that the information provided in this paperwork is correct and that all the necessary documents identified above will be submitted with this annual review report.

Name:

Role:

Signature:

Date:

Do you agree with the SEN Team contacting you via your email address YES / NO

**Parents/Carers (mandatory – must be signed if the young person is under 16)**

I consent for Shropshire Council undertaking a statutory re-assessment of special educational needs, which may result in an amended Education Health and Care Plan (EHCP) for the child named above.

I consent for Shropshire Council to request, obtain and share information with relevant agencies when carrying out their functions regarding: assessment, planning and commissioning as part of the Children’s and Families Act 2014 for the child named above.

[SEN Team Privacy/Sharing Notice.](https://www.shropshire.gov.uk/the-send-local-offer/education/education-services/special-educational-needs-sen-team/privacy-notice/)

I will notify the [SEN Team](https://www.shropshire.gov.uk/the-send-local-offer/education/education-services/special-educational-needs-sen-team/) if any of my contact details above change.

I confirm that the information provided in this paperwork is correct and gives an accurate summary of the annual review meeting.

Name:

Relationship:

Signature:

Date:

Do you agree with the SEN Team contacting you via your email address YES / NO

Name:

Relationship:

Signature:

Date:

Do you agree with the SEN Team contacting you via your email address YES / NO

## Young Person (if applicable)

I confirm that the information provided in this paperwork is correct and gives an accurate summary of the annual review meeting.

Name:

Signature:

Date:

Do you agree with the SEN Team contacting you via your email address YES / NO

I consent for Shropshire Council undertaking a statutory re-assessment of special educational needs, which may result in an amended Education Health and Care Plan (EHCP) for the child named above.

I consent for Shropshire Council to request, obtain and share information with relevant agencies when carrying out their functions regarding: assessment, planning and commissioning as part of the Children’s and Families Act 2014 for the child named above.

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