

# EHC ANNUAL REVIEW FACTSHEET

EHC plans have to be reviewed at least once a year. For children under 5 years, EHC Plans should be reviewed every 3 – 6 months.

## STEP 1. Gathering Information

It will usually be the school that arranges the annual review. They must gather advice and information beforehand from everyone who will be invited to the review meeting.

They **must** write to you and your child, inviting you to share your views wishes and feelings.

Young people might like to download a free Mind of My Own App (called Momo One). This prepares their information in the form of a PDF which can be emailed to the LA.

## STEP 2. Sending Invitations

The following people **must** be invited, with at least two weeks' notice: you and your child, a representative from the school, a Local Authority Officer and representatives from both the health service and social care. (SEND Code 9.176)

Other relevant people should also be invited, depending on your circumstances. The school **must** seek advice and information about your child from all parties invited and circulate any information gathered at least two weeks before the meeting. (SEND Code 9.176)

It is helpful if your child is included in this preparation as much as possible. Could your child send out the invitations and decide what snacks/drinks will be made available at the review?

## STEP 3. The Review Meeting

The Annual Review meeting *should* be held in the style of a Person-Centred Planning Meeting with your child at the heart. It **must** support you and your child to be fully involved.

### Reviews should also:

- Be combined with social care plan reviews
- Gather information that will support your child's learning and progress
- Review any interim targets set by the school
- Make sure that the support being provided is effective across all services
- Look at whether any changes are needed to the outcomes or the support being provide
- Agree new outcomes for the coming year.

### The SEND Code of Practice says:

Reviews must be undertaken in partnership with the child and their parent or the young person, and **must** take account of their views, wishes and feelings, including their right to request a Personal Budget (SEND Code 9.168).

Reviews must focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan. The review must also consider whether these outcomes and supporting targets remain appropriate (SEND Code 9.166).

### STEP 4. The Review Meeting Report

The school or review meeting host must prepare and send a report of the meeting to everyone invited **within two weeks** of the meeting, explaining any suggested changes to the EHC plan and pointing out any areas of disagreement (SEND Code 9.176).

### STEP 5. The LA Decision

Your Local Authority **must tell you within four weeks** of the review meeting whether to: keep the EHC plan as it is: amend/change it; or say it's no longer needed. (SEND Code 9.176) If they decide to amend the plan, they must send you a copy of the current plan, explaining any suggested changes and giving any supporting evidence (SEND Code 9.194).

You have 15 days to respond and you can request a meeting with the Local Authority.

If your Local Authority decides to amend the plan, they have **eight weeks** from when they suggested changes to issue the new amended plan. If they decide not to make any changes, they must tell you, with their reasons, also within eight weeks.

## Young People over 18 Years

There is no right for a young person with an EHC plan to stay in education or training once she is 19. However, a Local Authority should maintain an EHC plan if: the learning outcomes in the plan have not yet been achieved, and; the young person wants to continue in education or training, **including provision to help them prepare for adulthood**, and; the young person still needs special educational provision, and; continuing in education or training will enable the young person to progress and achieve those outcomes.

**If you would like any further information please visit:**

- Our website at [www.sendiassnorthyorkshire.co.uk](http://www.sendiassnorthyorkshire.co.uk)
- Our Facebook Page - @sendiassnorthyorks
- Our Twitter Page - @SendiassY

**Alternatively, if you would like some extra support for your child/young person you can call or email our Advice Line service on 01609 536923 or [info@sendiassnorthyorks.org.uk](mailto:info@sendiassnorthyorks.org.uk)**

**Our Advice Line is open 9:30-1pm Monday to Friday during Term-Time and 9:30-1pm Tuesday and Thursday during School Holidays.**

