

## The Education, Health and Care Plan Annual Review Process

*The first review **must** be held within twelve months of the date when the EHC plan was issued, and then within twelve months of any previous review (six months for children under 5). The school/setting must give all parties invited at least two weeks' notice of the date of the review meeting. Any updated advice/information must be sent by the school/setting to all parties invited at least two weeks before the review meeting*

Weeks		Work to be completed
1	2 Weeks	<b>ANNUAL REVIEW MEETING OF EHC PLAN MEETING TAKES PLACE</b> The school/setting <b>must</b> send a report of the meeting to everyone invited within <u>2 weeks</u> of the meeting
2		<b>RECEIVE ANNUAL REVIEW REPORT FROM SCHOOL/SETTING</b> Check that all reports have been included <u>Chase school/setting at this point if information not received</u>



3	2 Weeks	Within 4 weeks of the meeting, the local authority must decide whether it proposes to keep the EHC plan as it is, amend the plan, or cease to maintain the plan. This decision <b>must</b> be shared with the parents/young person and the school/setting.	
Parents/young person <b>must</b> be informed of the decision by <b>Week 4</b>			
4		Yes amendments to the EHC plan are required	No changes to be made to EHC plan <u>or</u> it will cease to be maintained
		<b>Inform parent/young person of decision to amend the EHC plan</b>	<b>Inform parent/young person and school of decision and right to appeal by Week 4</b>



5	6 Weeks	<b>DRAFT EHC PLAN TO BE ISSUED WITHOUT DELAY AND WITHIN 6 WEEKS OF DECISION</b>  The parent/young person must be given at least 15 calendar days to comment on the proposed changes.  If the parent/young person makes a request for a particular school/setting, the local authority <b>must</b> comply with that preference and consult as required
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11	8 Weeks	Any request for change of type of specialist placement to go provision panel.        <b>ISSUE FINAL AMENDED EHC PLAN WITHIN 8 WEEKS OF THE DRAFT EHC PLAN</b> Inform parent/young person of right to appeal
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