An ‘at-a-glance’ guide to the **Annual Review of the Education, Health and Care Plan (EHCP)**

### Step 1 – Planning for the review meeting

- At least 2 weeks before the start of every term, the local authority will send a list of reviews due in the coming term to settings, social care and health.
- To help everybody plan, this list will highlight which reviews need to focus on transition and/or preparation for adulthood. The list will also indicate which children/young people have reviews that need to coincide with reviews of their care plan.
- Everybody has a duty to cooperate to make sure that all of the information needed for the review is gathered. In most situations the setting has the responsibility for seeking the advice and information and sending it to all those invited to the meeting. This must happen at least 2 weeks before the meeting takes place.
- The parents and young people must be involved in the review and enabled to provide their views, wishes and feelings.
- Reviews should usually be held at the educational setting attended by the child/young person.
- In most cases the setting will be responsible for sending out invitations to all of those who should be attending the meeting at least 2 weeks before the date of the meeting.
- If the review meeting is for a child in year nine or above the review must be focused on transition and preparation for adulthood.
- If a personal budget statement has not been requested previously, the family has an opportunity to request one during the review.

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<td>Your child’s setting will contact you to arrange a mutually convenient date for the meeting. The setting will also talk to you about the style of meeting you would prefer. This is a good opportunity to provide yours and your child/young person’s views in relation to their plan. It is very important that the child/young person is part of the meeting and that their voice is heard. The setting will also ask you to provide copies of any information you wish to be included. The setting must also invite a local authority SEN officer, a health service representative, a local authority social care representative and anyone else working with your child. You will receive copies of any advice and information gathered for the review at least 2 weeks before the meeting.</td>
<td>You will be invited to attend and contribute to the annual review meeting. You may also be asked to provide updated advice. You will need to provide any advice and information to the setting in order that this can be circulated at least 2 weeks before the meeting. Any updated advice or information should focus on the child/young person’s progress towards achieving the outcomes specified in the EHCP.</td>
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Step 2 – What happens at the review meeting?

- It is very important that children/young people and parents are supported to be at the centre of the review meeting. In most circumstances it would not be appropriate for the meeting to go ahead without the family.
- The focus of the review meeting will be the child/young person’s progress towards achieving the outcomes set out in the EHCP.
- The meeting will look at whether any changes to the outcomes should be made.
- Where outcomes are still appropriate the meeting will look at the support that’s needed to help achieve the outcomes.
- If the young person is in year nine or above there must always be a focus on preparing for adulthood at the meeting. In year nine this should include considering options and choices for the next stage of education. The child should have met with a Youth Connexions PA prior to the meeting to capture the views of the young person in preparing for adulthood.
- If the child/young person is transferring between settings, a transition plan should normally be discussed and included in the EHCP, and it must be included when young people are moving from children to adult care and health services.
- Any suggested changes to type of setting or cease to maintain must be discussed at the meeting.

What happens in Step 2 for the child/young person and the family?

- You and your child/young person will be given opportunity at the meeting to talk about the progress towards the outcomes that have been agreed for your child/young person. You can also share ideas about how your child/young person would like professionals to help as well as ways in which you feel you can help.
- It’s a good idea to go through the information and advice that has been sent to you by the setting before the meeting.
- If you have any questions or concerns about attending the meeting, remember you can contact your SEN officer or impartial support through Herts SENDIASS.
- You can bring someone to the meeting to support you if you wish. Please let your setting or SEN Officer know in advance. If your child is in year nine or above the setting should ensure that the meeting focuses on preparing for adulthood. Your child should have seen a Youth Connexions Personal Adviser prior to the annual review in Year 9 and final year in school to gain their views and aspirations.

What happens in Step 2 for schools/settings and professionals?

- It is important to attend the review meeting if the family would like you to be there and it is possible for you to arrange.
- If the family or other professionals are unclear about the content of your advice, or it conflicts with other professional advice/information you should explain your views either before or if necessary at the meeting.
- If you are at the meeting, you should assist the setting and the family in reviewing the needs, outcomes and resources that should be reflected in the plan.
- Professionals will be responsible for ensuring that the action/support outlined in the EHCP is taken forward. This will be required even if you do not attend the review meeting.
### Step 3 – What happens after the review meeting?

- The setting must prepare and send a report of the meeting to everyone invited within 2 weeks of the meeting. The report must set out recommendations on any amendments required to the EHCP and should refer to any difference between the setting’s recommendations and those of others attending the meeting.
- Within 4 weeks of the review meeting the local authority must decide whether it proposes to keep the EHCP as it is, amend the plan or cease to maintain the plan.
- Parents and setting will be notified of the local authority’s **decision** within 4 weeks of the meeting and if the plan needs to be amended the local authority will begin this process.

### What happens in Step 3 for the child/young person and the family?  

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| • The setting will send you a copy of the report from the meeting within 2 weeks of the date of the meeting.  
  • Within 4 weeks of the meeting, you will be informed of the local authority’s decision about your child’s plan.  
  **IF AMENDMENTS TO THE EHCP ARE TO BE MADE**  
  • If the local authority decides that the plan needs to be amended they will begin this process. The local authority will then send you a copy of the existing EHCP together with confirmation of the proposed changes within 6 weeks.  
  • You will have the opportunity to discuss any changes to the EHCP with your SEN officer including any change of setting or a request for a personal budget.  
  • Within 8 weeks of the issue of the draft amended EHCP, you will receive a final amended EHCP.  
  • You will be provided with information about your right to appeal the contents of the final amended EHCP.  
  **IF NO CHANGES TO THE EHCP ARE REQUIRED OR THE EHCP WILL CEASE TO BE MAINTAINED**  
  • If the local authority decides that no changes are required to your child’s EHCP, or that the EHCP should cease to be maintained, you will receive a letter setting out this decision. The letter will provide you with information about your right to appeal the decision.  | • The setting will send a copy of the report to professionals who were invited to the meeting within 2 weeks of the meeting.  
  • Within 4 weeks of the meeting, the setting will be informed of the local authority’s decision about the child/young person’s plan.  
  • If the local authority decides that the plan needs to be amended, a copy of the proposed amendments will be sent to the setting.  
  • A copy of the final EHCP will be sent to the setting.  
  • Professionals may request a copy of the final EHCP. |