

Annual Review Process

Before the Meeting

Start the process

Invitations to be sent

- At least two weeks before the meeting the LA must send invitations to relevant parties to attend AR

Preparing Information

- At least two weeks before the meeting information and advice must be obtained from all those invited and circulated to all those invited

Holding the Meeting

Choosing the appropriate venue

- Consider where the meeting will take place to get the best outcome
- Enable parents and/or YP to have their say – does the environment encourage them to do this?
- Consider whether the space is big enough, does the IT work, is there room for flipcharts etc.
- Do parents and YP know how they can be supported?
- How well prepared are schools/institutions to undertake the process? Has the LA input into this?

During the Meeting

Considerations

- Consider the child or YP's progress towards the outcomes and whether they are still appropriate
- Consider what provision is required to help the child or young person prepare for adulthood and independent living
- **Set** new interim targets for the coming year and, where appropriate, agree new outcomes

After the Meeting

Within 2 weeks of the review meeting:

- Recommendations on any amendments to be made to the EHCP
- Any difference between those recommendations and the recommendations of others attending the meeting – this is important for parents to see easily
- All the information & advice obtained about the CYP

Within 4 weeks of the review meeting the LA must send its decision to the parent/YP and head teacher. The LA must propose to either:

- (a) Maintain the EHCP in its current form;
- (b) Amend the EHCP; or
- (c) Cease to maintain it