

Statutory Annual Review Meeting Report of the Education, Health and Care Plan

The annual review of an Education, Health and Care Plan (EHCP) needs to take place within 12 months of the date of issue of the final plan. Subsequent reviews must take place within 12 months of the previous review date.

All education settings should invite and request updated information/advice from involved professionals at least 8 weeks in advance of the meeting. All of the updated advice should be sent out with the invitation to the attendees of the meeting no later than 14 days prior to the planned meeting date.

Name of Child/Young Person Name of Parents/Carer Address Year Group Date of EHCP Date of next Review School	Date of Birth Age Telephone Number Parent/Carer Email Address Young person's email address (if over 16) Date of Review Date of Admission
Is the child looked after? (If yes, the review should be conducted as a joint review of PEP and EHCP).	Child/young person address:
Local Authority Responsible:	
Is this an interim review? If yes please provide details:	
Current education setting:	

Areas of Need - Code of Practice 2014 <i>Please indicate the primary area of need (and secondary if applicable)</i>			
Cognition and Learning	SEMH	Communication and Interaction	Sensory and/or Physical Difficulties

Review Meeting

Name and Designation	Invited ✓	Present ✓	Advice/Report Attached ✓

The Annual Review attendees should discuss the following:

- progress made against the agreed outcomes;
 - the child/young person's strengths/needs, interests, special educational and wider needs;
 - child/young person and family's updated views, wishes and feelings;
 - evaluation of what provision is working and what is not working;
 - setting or updating outcomes for the next Key Stage (if appropriate);
- support, provision and action for the next 12 months: what, when, where, why, how and with whom – across education, health, care and at home.

1. Details of the child or young person's current education setting

Name of School: **Special School** **Mainstream School**
Funding Band

Attendance since last annual review (or since start of EHC Plan if this is the first review):

Actual number of days/percentage attendance:

Possible number of days/percentage attendance:

Number of exclusion days (if this applies):

2. The child or young person's views

2.1 – Mandatory fields

2.2 – Forms part of Section A; please complete these boxes if amendments are required



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**Do you feel that you are making progress towards the outcomes set out in your EHC Plan?
(Yes/No)**

2.1a - What do you feel has been working well?

2.1b - What do you feel is not working well and would like to be different?

2.2a - Things that are important to me:

2.2b - Things that are working well at home and school:

2.2c - Other information I think is important to know about me:

2.2d - Important things to know about my past:

2.2e - Things that I enjoy doing:



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2.2f - How to communicate with me:

2.2g - My hope, dreams and aspirations for the future:

2.2h - Things that I would like to change at home and school:



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3. The Parent/Carer's views

3.1 – Mandatory fields

3.2 - Forms part of Section A; please complete these boxes if amendments are required

3.1a - What do you feel has been working well?

3.1b - What do you feel is not working well and would like to be different?

3.2a - Important things to know about our family history:

3.2b - Things that are working well at home and school:

3.2c - Things that are not working well and we would like to change:

3.2d - Our hopes and aspirations for the future:

3.2e - Other information we think is important:



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4.1 The Child/Young Person's Strengths and Needs

Please use the space below to summarise any additional comments.

Any dissenting views expressed in writing or at the meeting should be clearly attributed and outcomes-focused.

Current levels of attainment:

Please give details of pupil's current level of functioning, progress and achievement across year groups. If you are using your own school based assessment measures, please make it clear how these relate to age related expectations.

Comment on progress and continuing difficulties over the past 12 months:

Communication and interaction (strengths):

Communication and interaction (needs):

Cognition and Learning (strengths):

Cognition and Learning (needs):



Sensory and/or physical needs (strengths):

Sensory and/or physical needs (needs):

Social, emotional and mental health (strengths):

Social, emotional and mental health (needs):



4.2 Progress measured against set outcomes

(record agreed progress against outcomes below)

Please do not delete completed outcomes.

Previous outcomes	On track/Complete/Not on track/Not able to comment
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	
➤	

List new suggested outcomes agreed by attendees in review meeting

-
-
-
-
-
-
-
-
-

5. Summary of the discussion held at the Annual Review meeting

Please use the space below to summarise any additional comments and confirm that those present are in agreement with the recommendations.

Any dissenting views expressed in writing or at the meeting should be clearly attributed and outcomes-focused.

Action	By whom	By when



**6. Head Teacher/Principal/ Setting Manager's
recommendations from the Annual Review Meeting to the Local Authority**

Recommendation <i>(delete as necessary)</i>	LA Decision	Date action taken
Maintain the EHC Plan without any amendments		
Amend the EHC Plan with reference to the changes indicated in each section		
Cease the EHC Plan (parents must be in agreement)		

Does the current educational setting remain suitable (Section I)? If not, please give reasons:

Signed:

(Head Teacher/Principal/ Setting Manager)	Name:	Position:
	Date:	Signature



7. Supporting Documents

Please attach any supporting documents that were included ahead of the review meeting and contributed to the recommendations made in this Annual Review Meeting Report.

This could for example include class teacher reports or reports written by involved professionals.

Please attach copy of the provision map/timetable to illustrate distribution and type of support provided by school and other agencies. Please also outline impact of support provided.

Other useful documents may include coursework produced by the student, relevant outcomes of screening activities and other specific assessments.

If the recommendation following the annual review is for the EHCP to be amended, and the local authority agrees to this, parent/carers will be sent a draft by the case coordinator to allow for any final amendments or comments.

Once the plan is agreed by parent/carers, the EHC coordinator will finalise the EHCP and share the plan with the involved professionals and education setting.

