



Northumberland  
County Council

## **ANNUAL REVIEW OF EDUCATION HEALTH AND CARE PLAN Guidance for schools**

This document provides guidance for completing the ANNUAL REVIEW of an EHC PLAN form. It will help to ensure that all necessary information is provided to the SEND Team at the Local Authority so that any amendments to the Plan can be made in a timely way, and so that school and local authority responsibilities for monitoring the effectiveness of the provision in place can be fulfilled.

**IT IS IMPORTANT THAT YOU COMPLETE ALL SECTIONS THAT ARE RELEVANT TO THE LEARNER, PLEASE DO NOT MISS OUT ANY DETAILS.**

### **Checklist**

On the first page of the review form there is a checklist of the documents which **must** be sent in with the form itself. It is really important that the SEND Team receive all of these together as they are essential in making any necessary amendments to the Learner's EHC Plan.

### **Section 1 Review Recommendations**

This section is vital to the receiving member of the SEND Team in knowing what the next step is for each learner. It easily identifies to the team whether or not the review will need to go to the Commissioning Panel for further discussion. Please ensure it is completed fully and as accurately as possible.

**Significant amendments** to the EHC Plan might be required if, for example, a learners needs have changed considerably during the course of the year. This would mean that the plan, moving forward, requires considerable changes in content which may be additions or removals of information.

**Minor amendments** would include small changes, for example of address or the timing/duration of an intervention that has changed to fit in with a new school timetable.

You may need to tick more than one box. If you have ticked boxes in rows 1-4, you are highly unlikely to need to tick boxes 5-8.

Please complete the date the review is being held, along with the date of the previous review. This helps to identify if an early review has been called.

For children and young people who are approaching a **phase change** (nursery to first or primary, first to middle, middle to high, primary to secondary, secondary to post 16), the annual review paperwork must be sent in to the Local Authority before October half term of the final year in the current school. The meeting can be held before this, ie in the preceding summer term, but it must be no later than October to allow the deadline for securing onward school places to be met.

It is also vital to identify if this review is for a Year 9 learner or above. This will alert the SEND Team that there will be information regarding Preparation for Adulthood in the review documentation that may need transferring/amending in the EHC Plan.

## **Section 2 Child/Young Person Details**

Please ensure ALL relevant parts of this section are completed. The education setting should indicate where the learner is currently on roll (even if they are not attending that setting). If the learner is excluded and attending an Alternative Provider, it is important to indicate this here.

## **Section 3 Parent/Carer Details**

Please complete as fully as possible. It is important that information and documentation is being sent to the correct people. In order to ensure no-one is missed out, nor information sent to the wrong place you must indicate who should receive any correspondence.

## **Section 4 Evidence of Progress towards EHCP Outcomes**

It is important to provide information on the learner's progress towards their long term outcomes in the EHC Plan. Please write each of the outcomes from the Plan into the rows on the table (adding more rows if required), then please indicate for each outcome which of the four areas of need it is related to i.e. C & L, C & I, SEMH, S/P. You will also need to highlight one of the boxes at the end of each row to indicate progress towards that outcome. If a learner has made excellent progress and all outcomes have been met, it is important to consider whether or not the learner still has significant enough needs to continue the Plan. If this is thought to be the case, new long term outcomes must be agreed at the meeting . It would then be helpful if the outcomes and provision that are no longer required are shown with a ~~strike through~~ and suggested outcomes and provision are added in **bold**. In order to show progress towards the short term targets (smaller steps), it is important that you provide two or three reviewed cycles of Sections 5 & 6 from the SEN Support Plan (or equivalent) to evidence the progress made through the cycles of support and provision you have put in place. By reviewing these cycles of short term targets it will help you to make an informed decision when rag rating the progress towards the long term outcomes.

## **Section 5 Academic Progress**

Please comment on the progress made over the time since the last Annual Review. Please be clear about how this is measured within the assessment systems the school/setting is using. In the first column ensure you are as specific as possible about the assessment

measure. It is important to reflect the learner's current attainment as well as their target in order to draw attention to progress made or widening gaps. It is important that this section of the form is completed, even if you are including other evidence of academic attainment and progress within the review documentation.

### **Section 6 Contributors to the Annual Review**

As indicated on the form, everyone involved with the learner should be invited to attend, including the learner themselves. If the learner does not wish to participate they have the right to decline the invitation, however, it is vital therefore that their views are heard through the 'learner's views' form. Please provide support for them to do so if necessary. The learner may wish to only attend a small part of the meeting rather than the whole thing, which is perfectly acceptable.

Some professionals may require at least 6 weeks notice of the date of the review meeting due to other professional commitments. It is advisable to give as much warning as possible to those invited to attend, whilst also giving time for them to submit any written advice for distribution two weeks prior to the date of the meeting.

If the child is due to transition to another mainstream school/setting within the next academic year, it is considered good practice to invite the receiving SENCo to the review meeting. This will allow smooth transfer of information, a transition plan to be set and also for the parents/carers and learner to meet them.

Any advice that has been prepared for the meeting and distributed or discussed **MUST** be sent in to the SEND Team with the Annual Review paperwork.

### **Section 7 Summary of Annual Review Discussion**

This space provides an opportunity to minute the discussion held at the meeting. It is important to note that any parent/carer or learner contribution which is additional to what they have noted in their written comments should be minuted first.

Include as much detail about the discussion held, especially points relevant to the review of **all sections** of the EHC Plan.

All round information regarding the learner, not just academic progress, should be included. This could include information about their health and social needs, even if they do not have formal social care involvement. For example, what do they like doing outside school, how are their social skills out in the community?

If a change of placement or an increase in funding is being requested following the meeting, this section **must** be completed as comprehensively as possible to allow the Commissioning Panel to make an informed decision. Therefore, please provide thorough information about why the request is being made, who has advised/made the request and explain what supporting evidence there is to substantiate the request. It would also be advisable in this instance to include a copy of the learner's support timetable/timetable of provision with the documentation.

### **Section 8 Summary of key action points from the Annual Review meeting**

Please outline here the steps that need to be followed in order to ensure the learner is able to make further progress over the next year. It is important to make it clear who will be responsible for supporting this.

If any significant issues have been discussed at the meeting, please specify here what they are, what has been agreed in terms of support, along with any necessary changes/amendments to the plan to reflect them.

The school will have been sent an electronic 'Microsoft Word' copy of the Learner's EHC Plan. If there are any recommendations to amend within the Plan, the electronic copy, with clear annotations must be emailed back to the SEND Team. Anything that needs removing from the plan should be indicated using ~~Strikethrough~~ and anything new/changed that is to be included in the plan should be typed in **bold**.

If the learner has received a new diagnosis in the time since the last Annual Review, please write the details of this into the space provided on the form. It is also necessary to send a copy of the documentation detailing this diagnosis from the relevant professional along with the Annual Review paperwork.

### **Section 9 Social Care**

It is only necessary to complete this section where there is social care involvement. If the learner's circumstances have changed since the last review, it is important to explain the current level of involvement and the reasons why this may be different to the previous review.

### **Section 10 Travel Arrangements**

Please highlight the appropriate word in each row.

### **Section 11 Preparation for Adulthood - Year 9 Onwards**

This section only needs to be completed if the learner is in Year 9 or above. It is important to consider what might be appropriate outcomes for the individual learner in terms of Preparation for Adulthood so these can be accurately recorded in the EHC Plan by the SEND Team. In terms of the provision for this section, the discussion at the review meeting should highlight what appropriate provision might look like in order to complete this. This toolkit link is very helpful in giving age appropriate ideas.

<https://www.preparingforadulthood.org.uk/downloads/education-health-and-care-plan-ning/pfa-outcomes-tool.htm>

### **Section 12 Declaration**

It is important that this section is signed and dated by the school representative who attends the Annual Review meeting as a true reflection of what was discussed. Please ensure that all documentation is shared with the parent/carer and returned to the Local Authority within 2 weeks of the meeting. Any delays may impact upon the ability of the SEND Team to present

any requested significant changes to the Commissioning Panel, to make any further amendments to EHC Plan and / or send the proposed amended plan out to parents/carers and professionals within the required timescales as set out in the SEND Code of Practice. As described on the form, please send the documentation electronically in TWO documents:

1. The amended EHC Plan

2. All other documentation scanned into one document and attached to the email

If you are unable to do this, please email the amended EHC Plan to the address shown on the form along with an explanation that the remainder of the documentation will follow by post (usually via the courier).