**School/Setting Education Report for Annual Review**

Schools/settings should produce an education report in advance of the annual review of the EHC Plan. This document can be used or schools/settings can use a format of their own. The report and any other relevant documentation should be completed and sent out to those invited to the Annual Review meeting at least two weeks in advance of the meeting date.

|  |  |  |
| --- | --- | --- |
| **Section 1 Learner Details** | | |
| **Name of Learner:** | **Date of Birth:** | **Year Group:** |
| **School/Setting:** | | **Date of Annual Review meeting:** |

|  |
| --- |
| **Section 2 Provision**  Please provide details of the provision currently in place to meet the learner’s needs. This may include a timetable of support and details of any current interventions. |
|  |

|  |
| --- |
| **Section 3 Progress**  Summarise progress the learner has made towards the long-term outcomes in their EHC Plan as well as any shorter term outcomes that have been set as steps towards these. |
|  |

|  |
| --- |
| **SECTION 4**  **Comments about progress**  Summarise any areas of strength and concern that have arisen since the last review |
| **Please include:**  **a) Areas of strength and success noted within the last year**  **b) Are there concerns and how do they relate to the learner’s specific needs?**  **c) If so, how have these concerns been addressed?**  **d) Have any changes in provision been required to support with these concerns or any other factors affecting progress?**  **e) Have there been any other factors that have impacted upon the learner’s ability to make progress since the last review?**  . |

|  |
| --- |
| **NAME: DATE:**  **SIGNATURE: POSITION:** |