

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.
Briefly summarise what steps the learner is taking generally towards meeting both short and long term outcomes. This can then be discussed in more detail at the meeting with all relevant parties.

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

This is an opportunity to celebrate particular areas in which the learner has achieved well

b) Are there concerns and how do they relate to the learner's specific needs?

If there have been no concerns this can be left blank

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?

Please indicate here if provision has been changed at all and the reasons for the change if it was not due to concerns raised.

e) Have there been any other factors that have impacted upon the learner's ability to make progress since the last review?

Anything noted here should form part of the discussion at the review meeting.

NAME:

DATE:

SIGNATURE:

POSITION: