



# HOUNSLOW SENDIASS

Information Advice and Support Service

## **Annual Review Factsheet**

### **What is an annual review?**

Where a child or young person has an EHC plan, it must be reviewed at least once a year by the local authority (LA). This is to ensure it stays up-to-date and continues to provide the support the child or young person needs.

If the child or young person is coming up to a phase transfer (for example, moving from primary school to secondary school), the LA must carry out the review well in advance of the move.

Where a child or young person is within 12 months of a transfer between phases of education, the local authority must review and amend the plan to include the placement the child or young person will attend following transfer no later than:

- 31 March in the calendar year of the child or young person's transfer from secondary school to a post-16 institution; and
- 15 February in the calendar year of the child's transfer in any other case

Changes of phase include the following:

- Early years education to school.
- Infant to junior school.
- Primary to middle school.
- Primary to secondary school.
- Middle school to secondary school.
- Secondary school to a post 16 institution.

The annual review is the statutory process of looking at the needs and provision specified in an EHC plan and deciding whether these need to change.

The first review of the EHC plan must be held within 12 months of the EHC plan being finalized. Reviews after this must be held within 12 months of the previous review.

### **Process of an Annual Review meeting:**

The following steps **must** take place in an annual review:

- The school must consult with the parent of the child or young person (and with the school or institution being attended if there is one) about the EHC plan, and take account of their views, wishes and feelings.
- Information must be gathered from parents and young people and from professionals about the EHC plan and then circulated two weeks before the meeting.

- You should receive this at least two weeks before the meeting. If you don't feel you have enough time to prepare, then you can ask for the meeting to be deferred.
- An annual review meeting must take place to discuss the EHC plan.
- After the meeting a report of what happened must be prepared and circulated to everyone who attended or submitted information within two weeks of the annual review.
- After the meeting the LA reviews the EHC plan.
- The LA must notify the parent of the child or young person of their decision within four weeks of the meeting.

All of these steps – not just the meeting – must be followed in order for an annual review to be completed.

### **Can a review happen more often than once a year?**

An interim or emergency review can be called at any time for example, if:

- Your child isn't making the progress that was expected.
- Their situation is deteriorating.
- There is a threat of exclusion.
- Your child's needs have changed a lot since the plan was last agreed.
- The school feels it is unable to meet the child's needs.

### **Key stages of an Annual Review meeting:**

An annual review consists of five parts:

1. Information is collected.
2. Invitations are sent to the relevant people.
3. The annual review meeting is held.
4. The head teacher or SENCO writes a report of the review meeting and sends it to you and the local authority.
5. The local authority reviews the child's plan.

At the end of the review, there are only three decisions the LA can make:

1. To maintain the EHC plan in its current format (not make any changes).
2. To amend the EHC plan.
3. To cease the EHC plan if they think it is no longer necessary for it to be in place.

In each case, even if the LA decides not to make any changes, you can appeal to the First Tier Tribunal (Special Educational Needs and Disability), also called the SEND Tribunal, to try to get changes made to the EHC plan. You will need to have a decision letter from the LA before you can start any appeal.

These links have more information on the Annual Review process:

[EHCP annual reviews | When you have an EHCP | London Borough of Hounslow](#)

[Annual review | \(IPSEA\) Independent Provider of Special Education Advice](#)

[SEND code of practice: 0 to 25 years - GOV.UK](#) Chapter 9.