

## Education, Health, Care Plan Annual Review

The annual review process is an essential tool for Local Authorities in ensuring that the child's/young person's needs are correct and in monitoring the appropriateness, and effectiveness of the provision detailed within the plan.

### When is the EHCP reviewed?



As the title suggests the requirement is that the Education Health and Care Plan (EHCP) is reviewed on an annual basis (12 months from the date of issue of the final or previous review, NOT the date of the amended plan), there are however some exceptions to this:

- For children under the age of 5, their EHCPs will be reviewed every 6 months
- Phase transfers, this is where a child/young person is due to transfer key phases of education e.g nursery to reception; first school to middle school; primary school to secondary school; secondary school to post 16 education
- A parent or school can request an early review if there are sudden and/or significant changes to the child/young persons' needs and/or provision required. If a child/young person with an EHCP is at risk of permanent exclusion an annual review should be held.

## What happens at the Annual Review?



The Local Authority asks the School to co-ordinate and hold the Annual Review on its behalf. The School SENCO will usually undertake this role ensuring that you and all professionals supporting your child/young person have at least 2 weeks' notice of the review and have the opportunity to provide views in writing as well as attending the review.

It is not usual for the Local Authority SEND Statutory Team to be present at the review. The LA must consider the recommendations of the review upon receipt of the completed review documentation. If an LA representative is attending a review, they are not able to make any decisions as decision making must follow process to ensure that decisions are multi-agency, transparent and equitable.

The meeting will usually take place at School and will be chaired by a member of school staff, usually the SENCO or Class Teacher.

The review meeting will want to hear your child's/young person's views on their education, their support and what they want to happen next? This is even more important as your child/young person moves towards adulthood. You will also have the opportunity to give your views and wishes for the child/young person's future.

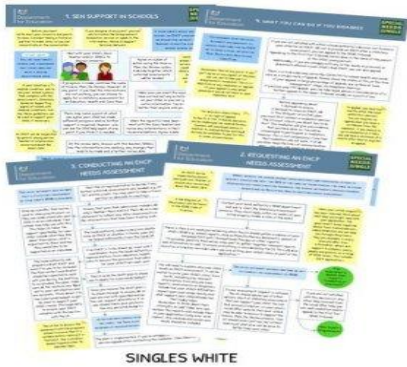
Each of the professionals will provide a verbal and written report on your child's/young person's progress.

You will also go through the current Education, Health, Care Plan to ensure that it is still representative of your child's/young person's needs and that the outcomes and provisions are still relevant to meet the needs. Any changes that are required will need to be captured on the Annual Review form and will need to be evidenced.



You can consider requesting a personal budget for your child/young person at the Annual Review.

## What happens after the review?



The school **MUST** submit the annual review recommendations within 2 weeks of the review meeting. This is submitted via the Local Authority's Professional Portal system.

Upon receipt of the review documentation, the Local Authority **MUST** make a decision within 4 weeks whether it proposes to keep the EHCP plan as it is, amend the plan or cease to maintain the plan. The Local Authority must inform you of their decision.

If the decision is to make no changes to the plan or to cease the plan the letter informing you of this must also outline your options to challenge the Local Authority's decision. If the Local Authority proposes to amend the plan, then the process of amendment must begin immediately.

Upon receipt of the amendment notice you will have 15 calendar days in which to make any representations that you wish the Local Authority to consider. It may be helpful to discuss these with the SENCO initially.

The final amended plan must be issued within 8 weeks of the original amendment notice.

## Where can I get more information?



- Leaflets enclosed
- School SENCO or SEND lead
- The Contact Centre, Children's Services – 0300 123 2224
- Somerset SENDIAS, SEND Information, Advice and Support – 01823 355578  
[SomersetSENDIAS@somerset.gov.uk](mailto:SomersetSENDIAS@somerset.gov.uk)
- Somerset Local Offer <https://choices.somerset.gov.uk>
- IPSEA - [www.ipsea.org.uk](http://www.ipsea.org.uk)
- Contact – [www.contact.org.uk](http://www.contact.org.uk)  
Free helpline: 0808 808 3555

## If you are not happy?



- Discuss concerns with your SENCO or SEND lead.
- Please contact the Reviewing Hub to discuss your concerns. We would like to work with you to find a way forward. Contact details will be on the communication you receive from the Reviewing Hub.
- Somerset SENDIAS, SEND Information, Advice and Support – 01823 355578 [SomersetSENDIAS@somerset.gov.uk](mailto:SomersetSENDIAS@somerset.gov.uk)
- You can contact the Independent Mediation service on 020 8441 1355. If you are appealing the education setting **only**, you can go straight to Tribunal, but you must contact the mediation service first in all other cases.
- You have the right of appeal to the Special Educational Needs and Disability Tribunal. Telephone– 01325 289350. [www.justice.gov.uk/tribunals/SEND](http://www.justice.gov.uk/tribunals/SEND) You need to register your appeal within 2 months of receipt of the Final Plan