

# Annual Review Timeline

PREPARATION

4+ weeks before the meeting

## Reports and information requested

Requests for information are sent out to everyone involved with the EHCP by the setting.\*

2 weeks before the meeting

## Meeting invitations sent

Official invitations to the Annual Review meeting are sent by the setting.\*

Settings must share pre-meeting information and any professional reports with: the child/young person, parents/carers, the Local Authority, and anyone else invited to attend.

\* If the child/young person is not educated in a setting, the Local Authority sends the requests and invitations.

During the meeting

## Annual Review meeting held

The conversation should:

- Focus on progress towards achieving outcomes
- Check the current outcomes remain appropriate, and/or agree new ones
- Check if aspirations have changed
  - Consider paid employment, independent living and community participation.
- Review the special educational provision and its delivery
  - Check it remains appropriate and enabling good progress
- Review any health and social care provision to check it effectively supports the outcomes
- Check if the parent/young person wishes to request a Personal Budget.

By 2 weeks after the meeting

## Meeting report submitted

The meeting report must be sent to the Local Authority by the setting.

By 4 weeks after the meeting

## Local Authority decision shared

The Local Authority must inform the parent/carer and young person in writing of their decision to:

- **maintain the plan** as it is, and add the Annual Review as an appendix to the EHCP
- **amend the plan** to reflect the child/young person's current needs and support required
- or **cease the plan**, if it is no longer needed.



## Questions?

Speak to your setting's SENCo or SEN lead for more advice and support.

ANNUAL REVIEW

FOLLOW-UP