

Guidance for the Annual Review of EHC Plans, Statements and Transfers

Reviews should be carried out using person-centred planning principles and **must** focus on the child or young person’s progress towards achieving the outcomes specified in the EHC plan. The review **must** also consider whether these outcomes and supporting targets remain appropriate.

Reviews should also:

- gather and assess information so that it can be used by early years settings, schools or colleges to support the child or young person’s progress and their access to teaching and learning
- review the special educational provision made for the child or young person and its effectiveness in ensuring access to teaching and learning and good progress
- review the health and social care provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes
- consider the continuing appropriateness of the EHC plan in the light of the child or young person’s progress during the previous year or changed circumstances and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued
- review any steps to achieve (short term steps) set by the early years provider, school or college or other education provider
- set new steps to achieve and the provision required.

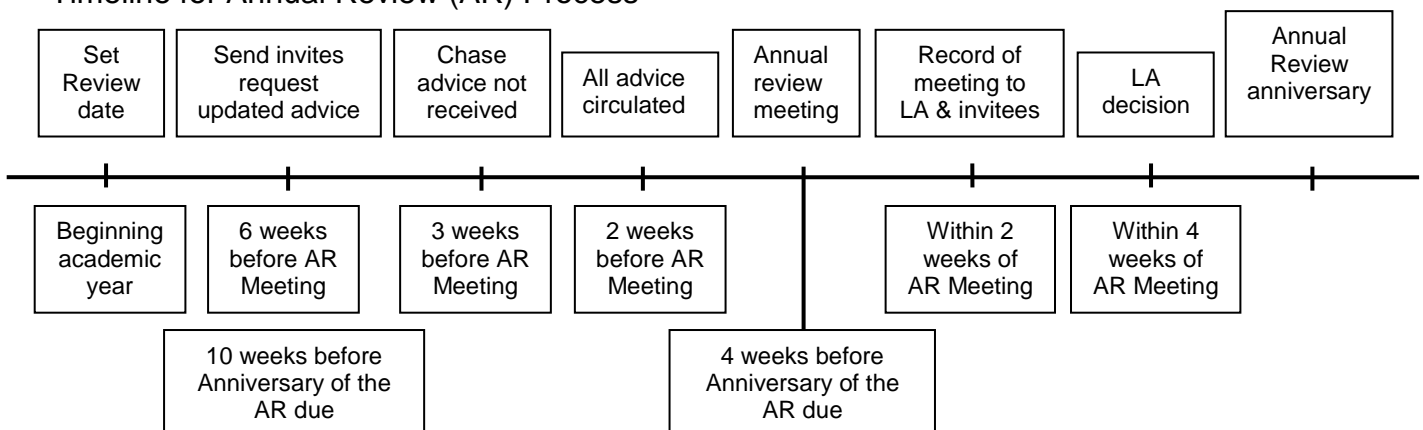
If the child is under 5 years old Reviews should be 6 monthly.

Review Process

It is a school’s responsibility to conduct the Annual Review, early years settings and colleges are expected to follow the same processes / guidance. It is important that:

- Dates for reviews are planned well in advance and it is recommended that the process of gathering information should start at least 6 weeks before the date of review. An Annual Review Planning tool is available (see below).
- Sufficient time is allowed to complete the review meeting
- The Review Meeting **must** be completed at least 4 weeks prior to the anniversary of the issue of a plan or last annual review

Timeline for Annual Review (AR) Process



The setting **must** seek advice from the child/young person, their parents /carers and relevant professionals. Forms for this purpose are available on the Local Offer website, see link below.

Any advice gathered, along with the completed Setting Advice Form (AR1), must be circulated to all those invited, **two weeks before** the review meeting. Invitations to the review meeting **must** include: the child’s parents or young person, a representative of the setting attended, a local authority SEN officer, a health service representative and a local authority social care representative. Other individuals relevant to the review should also be invited, including youth offending teams and job coaches where relevant.

To support settings in gathering information a number of documents have been made available on the [EHC Pathway page](#) on the Local Offer website.

They are:

- Guidance for the Annual Review of EHC Plans, Statements and Transfers
- Annual Review Setting Advice (AR1)
- Annual Review Pupil View (Two versions – AR2a (Pictorial), AR2b (Written))
- Annual Review Parent(s)/Carer(s) View (AR3)
- Record of Review Meeting (AR4)
- EHC Professionals’ Summary
- Costed Provision Map
- Annual Review Planner

Annual Review Process and Timeline

Timeline	Actions	Documents
September	Identify Annual Review (AR) Deadlines for each child with a plan/statement	Annual Review Planner
	Set Annual Review Meeting date and <ul style="list-style-type: none"> • confirm meeting date with child/young person and parent/carers, • Inform SEND Team and relevant professionals. • Make sure that the required people are invited, see Seeking Advice as outlined above. These must include: the child’s parents or young person, a representative of the setting attended, a local authority SEN officer, a health service representative and a local authority social care representative. 	
At least 6 weeks before AR Meeting	Invite child/young person, family and professionals involved with the child to the AR meeting and ask them to complete a Professional’s Summary (they may submit an alternative version of their own report) to update their current view of child/young person’s needs and proposed outcomes. This should be returned at least three weeks before the date of the AR Meeting	Professional’s Summary

	Complete Setting Advice (AR1) with Progress Data, an update of the setting's view of the current situation and a completed costed provision map/timetable.	AR1; Costed Provision Map
	Ensure child/young person's view and parents'/carers' view documents (AR2a or 2b and AR3) are completed. It is important that the child/young person's views are reflected.	AR Child/Young Person View (AR2a, AR2b) AR Parent/Carer View (AR3)
3 weeks before AR Meeting	All documents should have been returned. If not the setting should chase the outstanding responses.	
2 weeks before AR Meeting	Setting circulates AR1 and all advice received to those invited to the review and the LA.	AR1, AR2a or AR2b, AR3 & Professional Summaries

Annual Review Meeting

AR Meeting	The setting chairs the meeting and completes the Record of Review Meeting (AR4) <i>Ensure copies of the EHCP are available for all present.</i>	EHC Plan, AR4
AR Meeting – Part 1	The first part of the meeting should be about reviewing Section A of the EHCP and drawing together the views of all those invited, to provide an update of the child's/young person's current situation, their circumstances, aspirations and needs, or confirming the detail if collected prior to the meeting.	AR4 – Sections 1, 2 & 3
AR Meeting – Part 2	Review Meeting considers: <ul style="list-style-type: none"> information gathered to demonstrate the child or young person's progress and their access to teaching and learning the special educational needs and provision made for the child or young person and its effectiveness in ensuring access to teaching and learning and good progress (Sections B & F of the EHCP) the health and social care needs and provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes (Sections C, D, G, H1 & H2 of the EHCP) consider the continuing appropriateness of the EHC plan 1) in the light of the child or young person's progress during the previous year or changed circumstances and 2) whether changes are required to : <ul style="list-style-type: none"> the outcomes (Sections E), (these, where agreed, can be copied from the Plan or AR1) 	AR4 – Sections 4 & 5

	<ul style="list-style-type: none"> • provision (Sections F, G H1 & H2), • educational establishment (Section I) • any personal budget (Section J)* • or whether the EHC plan should be discontinued • review any steps to achieve (short term steps) (Appendix 1) set by the early years provider, school or college or other education provider • set new steps to achieve and the provision required. <p>*</p>	
AR Meeting – Part 3	Consider any transition that needs to take place – to the next setting / key stage. For young people Y9 and above, consider Preparing for Adulthood	AR4 Section 6
	If there is a personal budget attached to the EHC Plan the meeting should review the use of the budget and consider whether any amendments to the Personal Support Agreement or equivalent are required.	AR4 Section 7
AR Meeting – Part 4	<p>The meeting considers if the current provision is meeting the child/young person’s needs across education, health and care as appropriate.</p> <p>If the outcomes of the plan have not been met the meeting considers whether to recommend any amendments to the EHC Plan. Amendments will only be made if they will have a significant impact.</p>	AR4 – Section 9

Finalising the Review

Within 2 weeks of AR Meeting being held	Completed AR4, signed by or on behalf of the Headteacher should be circulated to SEND Team and all those invited to the Review. Any advice not previously circulated should be attached.	Completed AR4
Within 4 weeks of AR Meeting being held	<p>The LA will conclude the review process deciding whether to:</p> <ul style="list-style-type: none"> ○ Maintain the plan/statement ○ Amend the plan/statement ○ Transfer to EHC Plan ○ Cease to maintain the plan/statement 	EHC plan/ statement
Within 4 weeks of AR Meeting being held	The LA will inform parent, young person, setting of the decision and their right to appeal	EHC plan/ statement

Transfer Review

Settings will be informed at the beginning of the academic year where a Statement of SEN or Non-statutory EHC Plan is to be transferred to an EHC Plan. It is essential that parents and children or young people are fully involved in and are able to contribute as equal partners in this process. Schools and settings must support parents and young people to give their views as part of the EHC assessment.

To conduct the transfer review we will undertake an EHC needs assessment following the timeline below. To gather the required information settings will use documents provided for Annual Reviews available on the [EHC Pathway page](#).

Timeline	Actions	Documents
Early in the academic year	SEND Team identifies statements and non-statutory EHC plans to be transferred to EHC Plans through a Transfer Review (TR)	
2 weeks before the start of the TR Process	SEND Team inform the young person or parent and setting of the start of the process	
Start of Transfer Review	SEND Team will consult professionals about the information that is already available. Professionals will be asked to confirm that their information is current or provide an update.	Professional Summary
	The setting supports parents/carers, children and young people in providing their view of current situation. The "All About Me" information also needs to be completed (This information could be gathered over time)	AR Child/Young Person View (AR2a or AR2b) AR Parent/Carer View (AR3) All About Me
	Setting gathers progress data, updates the setting's view of the current situation by completing Setting Advice AR1 and provides details of costs of provision through a costed provision map.	AR1 Costed Provision Map
3 weeks before TR Meeting	All documents should have been returned. If not the setting should chase the outstanding responses.	
2 weeks before Transfer Meeting (Week 8)	Setting circulates AR1, AR2, AR3 and Costed Provision Map and all advice received to those invited to the review and the LA.	AR1, AR2, AR3, Costed Provision Map & Professional Summaries
Transfer Meeting (Week 10)	Member of SEND Team attends the Transfer Review Meeting.	

<p>Transfer Review Meeting – Part 1</p>	<p>The first part of the meeting should be about drawing together the views of all those invited, to develop an understanding of the child's/young person's current situation.</p>	<p>AR4 – Sections 1,2 &3</p>
<p>– Part 2</p>	<p>Review Meeting:</p> <ul style="list-style-type: none"> ▪ Agrees outcomes for the child/young person and the support/ provision required to achieve them. ▪ Agrees whether the Cease to Maintain criteria have been met. <p>If there is a personal budget attached to the EHC Plan the meeting should review the Personal Support Agreement and consider whether any amendments are required.</p> <p>If it is the decision of the meeting that the Cease to Maintain Criteria have been met the setting will complete the AR4 Record of Annual Review Meeting and return to the SEND Team within 2 weeks of the TR Meeting.</p>	<p>AR4 – Sections 4 to 9</p>
<p>Within 18 weeks of start of Transfer Review</p>	<p>The Plan Coordinator will draft the EHC Plan and circulate to parents, setting and professionals</p>	
<p>Within 20 weeks of start of Transfer Review</p>	<p>If there is agreement the LA will finalise the EHC Plan.</p>	<p>Final EHC Plan</p>