

What is an Education Health and Care Annual Review?

All children and young people who have an Education Health and Care Plan (EHCP) will have a review at least every year.

The first review is normally held within 12 months of the EHCP being finalised.

Subsequent reviews are held annually from the date of the last review. An EHCP of a child under 5 years should be reviewed at least every 3 to 6 months.

Your child's school or the SENCO will be able to tell you when your child's EHC Plan is due to be reviewed.

The Annual Review is to make sure that at least once a year you and your child meet with the school or educational provision and all the professionals involved in your child's EHCP.

It is an opportunity to:

- Review progress made by your child
- Consider whether the provision in the EHCP is still needed
- Discuss any necessary changes to the EHCP

However if you believe that there is an urgent need for a change to your child/ young person's EHC Plan you should ask for a statutory review to be arranged as soon as possible.

What is the purpose of an Education Health and Care Annual Review?

Parental views and those of the child or young person are as important as they were for the initial plan. Section A of the EHCP can be updated annually in preparation for the Annual Review to ensure it continues to give an accurate picture of the child/young person, their needs, their aspirations and what is important to them. It is a time to give feedback on the support provided, how it has been going and whether it's working well or not.

What happens during an Education Health and Care Annual Review?

There are five steps to the review process:

Step 1: Collecting views and any updated information. The school or educational provision usually hosts the Annual Review. They must seek the views of parents/carers and/or young people. They will also invite professionals who contributed to the last EHCP and all those currently involved to provide an update. Any reports or views should be sent within 2 weeks of them being requested.

Step 2. Sending out invites to all those who will attend. Invitations will be sent out normally 2 weeks before the meeting. The current EHCP will be circulated two weeks before the meeting. Any professionals not able to attend may submit a report where there have been changes. Parents and carers / young person can update the Section A to reflect any changes to the child's or young person's needs, aspirations, or health and social care they receive.

Step 3. Holding the Annual Review in the style of a Person Centred Planning Meeting. The meeting must be person centred, focused on the progress made and consider if the aspirations have changed. It must review the targets set, the provision of the educational placement and generally how the support has or has not been working over the year.

Step 4. Submitting a report to the Local Authority. The educational provision will submit an Education Health and Care Plan Annual Review Form with recommendations such as changes to the outcomes, new outcomes, or changes to provision.

Step 5. The Local Authority decides whether to change, cease or leave the Plan unchanged. The Local Authority must inform the parent/young person of this decision within 4 weeks from the meeting date. If the Local Authority decides to issue a new EHC Plan this should be sent within 8 weeks. Subsequent reviews must be held within 12 months of the last review meeting.

What must the Local Authority do?

- Review an EHCP at least once a year before the anniversary of when the EHCP was issued.
- Seek and take into account the views and wishes of the parent or young person
- Consider whether the outcomes, targets and provisions remain appropriate
- Check if the parent/young person wants to request a Personal Budget
- Inform the parent/young person of their right to appeal to the tribunal and requirement to seek mediation if they decide to cease the EHCP

For more information you can go on the [Local Offer](#) or alternatively you can contact a member of our Telford SENDIASS team.

Contact **Telford and Wrekin SENDIASS** for information, advice and support:

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