

Checklist for completing the Annual Review Process

Key documents needed:

- Current EHCP
- previous Annual Review report (if appropriate) and IEPs
- updated education, health and social care advice (if applicable).

Send information pre and post- annual review meeting to the SENMAS Team to: SENMAS@stoke.gov.uk and copy in the pupil's Casework Officer if known.

	Done Y/N	Date
Before the annual review meeting have you:		
<p>Made the arrangements for the annual review as early as possible including setting the date within 12 months of the EHC Plan issue date, if the first review, or within 12 months of the previous annual review?</p> <p>Ideally, the date of the annual review should be at least 4 weeks before the review completion date sent to you by the Local Authority at the beginning of the term.</p>		
Prepared and planned early for the annual review meeting and liaised with the child/young person, parents and involved agencies?		
Met with the parents/young person in good time prior to the meeting to explain the reasons and process?		
<p>Considered if the EHC Plan should be ceased? Discussions should have been had with the young person, and their parent/ carers in preparation for this and clarified at this point.</p> <p>NOTE: if recommending to cease, the review has been held PRIOR to 31 March of their final academic year to allow for exit-planning and the relevant adult care services have been involved, if required.</p>		
<p>Ensured that you have awareness of and contact information for ALL professionals (education, health and social care) who are involved with the child/ young person?</p> <p>NOTE: It is important to clarify if the pupil has been discharged from any known services since their last review, and note this in the AR report.</p>		
<p>Issued invitations to the parents, the child or young person, a representative of the school or institution, a LA SEN officer and involved education, health and social care professionals? This must be sent at least two weeks before the meeting.</p> <p>NOTE: those who cannot attend must be given ample opportunity to contribute, and should receive the pre-review paperwork to support this.</p>		
<p>Requested advice and information from all those invited in good time so that these can be circulated at least two weeks before the meeting (ideally with the invitations)?</p> <p>NOTE: as above, those who cannot attend must be given ample opportunity to contribute, and should receive the pre-review paperwork to support this.</p>		

	Done Y/N	Date
Prepared the paperwork for the EHC Plan annual review and circulated copies of all relevant documentation received to those invited at least two weeks before the meeting?		
Considered the focus of preparation for adulthood for Year 9 onwards, and how this will be the focus of the annual review meeting. Have discussions and planning for this been conducted throughout the year? How?		
Started to think about if any changes are required to the EHC Plan? Consider upcoming changes of key stage and/ or phase transfer – are the outcomes appropriate for this?		
Started to think about using person centred approach (methods that you will use to engage child, young person, parent/carer)?		
Considered whether an interpreter is required and how this will be provided		
Gathered the views of the child/ young person and/or their parent/ carer if they are unable to attend the meeting, using person-centred approaches?		
During the Annual Review meeting have you:		
Used person centred approaches for the duration of the meeting? i.e. Putting the child/young person and family at the centre of the meeting and use specific tools to gather views. www.helensandersonassociates.co.uk		
Clarified all personal information, including contact details of parents/ carers and legal status and provide updates via the paperwork where appropriate? What is young person/ parent/ carer's preferred method of contact? Wherever possible, written information should be sent securely via email.		
Discussed progress towards achieving outcomes and whether they remain appropriate? Included attainment/ progress data to evidence levels of progress and functioning, and explained this in relation to the child/ young person?		
Reviewed the special educational, care and health provision to ensure good progress is made?		
Incorporated the child/young person and parents' views and aspirations?		
Discussed, agreed and recorded any changes required to the EHC Plan?		
Set and agreed new long term, short term outcomes and interim targets as appropriate?		
Identified and discussed any changes e.g. educational placement, funding (according to provision evidenced in a provision map), transport (including independent travel) and options for personal budgets?		

	Done Y/N	Date
YEAR 9 AND ABOVE - have you:		
Considered and discussed all aspects of preparation for adulthood, which includes planning for transition to adulthood, and specifics regarding employment, independent living, maintaining good health and participation in society?		
Completed the annual review report, recorded differing views and made recommendations?		
Summarised the meeting, agreed actions and recommendations and set date for next review meeting?		
After the Annual Review meeting have you:	Done Y/N	Date
Completed the annual review report and set out the recommendations?		
Sent annual review report and any other reports and advices (including, if required, the annotated EHC Plan) to the SENMAS Team within two weeks of the meeting?		

Helpful resources:

SEND Code of Practice 2015: [SEND Code of Practice January 2015.pdf \(publishing.service.gov.uk\)](#)

The Children and Families Act 2014: [Children and Families Act 2014 \(legislation.gov.uk\)](#)

SEND Regulations 2014: [The Special Educational Needs and Disability Regulations 2014 \(legislation.gov.uk\)](#)

Stoke-on-Trent Local Offer: [SEND Local Offer – SEND Local Offer](#)

Stoke-on-Trent SEND Transport Policy: [Home-to-School Travel Assistance Policy](#)

Person-centred planning tools: www.helensandersonassociates.co.uk

Preparation for Adulthood resources and guidance: [Preparing for Adulthood: All Tools & Resources - NDTi](#)