# 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).

## Helpful resources:

SEND Code of Practice 2015: [SEND\_Code\_of\_Practice\_January\_2015.pdf (publishing.service.gov.uk)](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

The Children and Families Act 2014: [Children and Families Act 2014 (legislation.gov.uk)](https://www.legislation.gov.uk/ukpga/2014/6/contents/enacted)

SEND Regulations 2014: [The Special Educational Needs and Disability Regulations 2014 (legislation.gov.uk)](https://www.legislation.gov.uk/uksi/2014/1530/contents/made)

Stoke Local Offer: [Stoke SEN and Disability - Local Offer](http://localoffer.stoke.gov.uk/kb5/stoke/directory/home.page)

Stoke Transport Policy: [Home to School Transport | Stoke SEN and Disability - Local Offer](http://localoffer.stoke.gov.uk/kb5/stoke/directory/service.page?id=VwpibUOJuD4&localofferchannel=0)

Person-centred planning tools: [www.helensandersonassociates.co.uk](http://www.helensandersonassociates.co.uk)

Preparation for Adulthood resources and guidance: [Preparing for Adulthood: All Tools & Resources - NDTi](https://www.ndti.org.uk/resources/preparing-for-adulthood-all-tools-resources)

Finding and comparing schools: [Search for schools and colleges to compare - GOV.UK - Find and compare schools in England (compare-school-performance.service.gov.uk)](https://www.compare-school-performance.service.gov.uk/)

**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.**

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| Before the annual review meeting have you: | Done Y/N | Date |
| 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. 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.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. |  |  |
| 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. If recommending to cease, the review has been held **PRIOR** to **March 31st** of their final academic year to allow for exit-planning and the relevant adult care services have been involved, if required. |  |  |
| 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.***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.*  |  |  |
| 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.***NOTE:*** *those who cannot attend must be given ample opportunity to contribute, and should receive the pre-review paperwork to support this.* |  |  |
| 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).***NOTE:*** *as above, those who cannot attend must be given ample opportunity to contribute, and should receive the pre-review paperwork to support this.* |  |  |
| 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?[Preparing for Adulthood: All Tools & Resources - NDTi](https://www.ndti.org.uk/resources/preparing-for-adulthood-all-tools-resources) |  |  |
| 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. |  |  |

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| During the Annual Review meeting have you: | Done Y/N | Date |
| 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](http://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 |  |  |
| YEAR 9 AND ABOVE: 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.  |  |  |

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| After the Annual Review meeting | 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.  |  |  |