The Annual Review process is essential to ensure children and young people with SEND achieve good outcomes. The Review must always consider what has worked or not worked for an individual and all those providing support understand what children and young people aspire to achieve in their lives. The Review provides an opportunity for everyone involved to reflect on how needs and aspirations might change as the individual involved gets older and therefore is key to ensuring that the EHCP remains a meaningful document.

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Preparation

 PART 1a

 The LA will write to the setting to let them know which annual reviews need to be

 held during the term. Health and Social Care are also informed that the review is due.

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 The setting will agree a meeting date with parents/carers and professionals that is

 within **10 months** of the conclusion of the last annual review process.

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 The setting will work with the CYP, parent/carer and professionals to agree what

 information is needed to support robust discussion at the meeting. The school **will**

request the agreed information/reports.

Formal

Communication

 PART 1b

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* 4 weeks before the meeting, invitations will be sent by the school to parents/carers and all professionals involved with the child.

 minimum of 2 weeks before the annual review date, the setting will circulate 4

A minimum of **2 weeks** before the meeting date, the setting will circulate all the available reports and annual review documentation to those invited to attend. These must be sent to individuals invited to the meeting and **not** the SEN AR mailbox.

Annual Review

 Meeting

 PART 2

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The annual review will be person centred with the C/YP being supported to contribute to their plan. The PFA template **must** be completed for pupils in year 9 and above.

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The setting completes the annual review template. recording all updates relating to

education, **health and social care/early help** needs. It will also record the views of all those present at the meeting. School will annotate amendments to be made onto an electronic or hard copy of the current EHCP.

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Within 2 Weeks

 PART 3

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 The setting circulates the completed Annual Review documentation to all those invited

to the Annual Review within 2 working days. If any attendee disagrees with the content of the annual review paperwork they will communicate this to the setting without delay and within 7 days of the review meeting.

The Annual Review paperwork will be submitted to the Local Authority within **2 weeks** of the meeting date.

Within 4 Weeks

 PART 4

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The Local Authority considers any recommendation from the Annual Review

 and reaches a decision by issuing either a:

* Maintain letter
* Intend to amend letter
* Cease letter

**THIS CONCLUDES THE ANNUAL REVIEW PROCESS**

**THE NEXT ANNUAL REVIEW CYCLE COMMENCES.**