



**Cheshire East Information Advice
and Support (CEIAS) team**

Annual Review of an Education Health and Care Plan (EHCP)

EHC plans have to be reviewed at least once a year. It is the duty of the Local Authority to review EHC plans but in schools and colleges, the head teacher or SENCO will usually conduct the meeting. The main purpose of the review is to assess the child or young person's progress towards achieving the outcomes specified in the EHC plan. There may or may not be an LA officer present. For children under 5 years, EHC plans should be reviewed every 3 – 6 months.

Gathering of information

The school will gather advice and information before the meeting from everyone who will be invited to the review meeting. This information should be circulated with at least two weeks notice to all concerned in advance of the review meeting.

They must also write to you and your child, inviting you to share your views wishes and feelings.

Who will be invited?

The following people must be invited, with at least two weeks' notice:

The child's parent

The child / young person.

The head or the principal of the school.

A healthcare professional identified by the responsible commissioning body.

Any social services officials involved

Any other relevant practitioner involved in providing advice for the EHC plan.

The views of the child should be heard from the start, they should, if possible, attend all or part of the meeting.

What will happen at the Annual Review Meeting?

The Annual Review meeting *should* be held in the style of a Person-Centred Planning Meeting with your child at the heart. It must support you and your child to be fully involved.

The SEND Code of Practice says:

Reviews must be undertaken in partnership with the child and their parent or the young person, and must take account of their views, wishes and feelings, including their right to request a Personal Budget. (SEND Code 9.168)

The child or young person's aspirations and outcomes and the provision to support them should be discussed and reviewed during the meeting and any progress recorded.

What will happen after the meeting?

After the meeting a report of what happened must be prepared and circulated to everyone who attended or submitted information to be discussed if they were not able to attend.

The LA will review the EHC plan in light of the information received. The LA must notify the parent or young person of their decision within four weeks of the meeting. With regard to

- continuing to maintain the EHC plan
- amending the EHC plan
- ceasing the EHC plan

All of these steps, not just the meeting, must be followed in order for an annual review to be completed.

Further information:

Cheshire East Local Offer: <https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/local-offer-for-children-with-sen-and-disabilities.aspx>

IPSEA are an Independent Provider of Special education Advice; there is information available on their website about Annual reviews, including a checklist, which you might find useful:

<https://www.ipsea.org.uk/the-annual-review-process>

The Council for Disabled Children have EHCP guidance

<https://councilfordisabledchildren.org.uk/help-resources/resources/advice-education-health-and-care-plans>

There are two useful animations which help to explain the EHCP process

What is an EHCP and who is it for?

EHCP and the Person centred connection

<https://councilfordisabledchildren.org.uk/help-resources/resources/two-new-short-animations-aimed-parents-help-explain-ehcp-process-and-person-centred-connection>



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