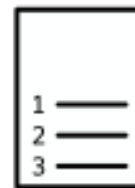


# Education Health and Care Plan (EHCP) Annual Reviews



## What you need to know...

Your child's EHCP needs to be reviewed annually, with the local authority outlining the timeframe in which this is to be completed.

The SENDCo, *Pete Grafton*, will contact you to arrange a meeting to discuss your child's EHCP, their progress towards the outcomes and the current provisions in place. This will be done at least 4 weeks in advance.

The purpose of the meeting will be to review the current plan and decide on a recommendation to the local authority who hold responsibility for managing the plan. This can be one of the following:

- Maintain the plan in its current form.
- Amend the plan as a result of required changes to the plan.
- Cease the plan if it is felt it is no longer required.

A review of the plan is always conducted with parents/carers input.



### Prior to the review meeting

Once a date for the meeting has been decided, you will be able to share your views as a parent/carer on the EHC Hub.

There will be three key questions you will be asked:

- *Do you feel that your child is making progress towards some or all of the outcomes set out in the EHC Plan?*
- *What do you feel is working well in school?*
- *What do you feel is not working well and would like to be different?*

You will also be asked to provide up-to-date information for the following headings:



Important things to know about family history.



Things that are working well at home and school.



Things that are not working well and we would like to change.



Our hopes and aspirations for the future.



Other important information.



### During the review meeting

You will have the chance to discuss any changes to your child's strengths or needs.

You will have the opportunity to discuss the outcomes and provisions within your child's plan, as well as any contributions from involved professionals where necessary.

The SENDCo will have liaised with school staff that support your child and will have made observations and recommendations that can be shared with you.

You will be fully involved in the decision as to whether the plan is to be **maintained, amended or ceased**.

All of your views will be captured as part of the review process and put into a review report.



### What if I would like to discuss specialist provision?

For a child to be considered for a specialist school placement, they must have an EHCP.

If you wish to explore this for your child, then this would feature as an **amendment** to the plan which would lead to a consultation process by the local authority.

Please contact the SENDCo if you would like to discuss this in more detail, or follow the link below on specialist education.



### After the review meeting

Following the review meeting, a complete review report needs to be submitted within **2 weeks** of the meeting date.

The local authority SEND Team will then use the recommendations to decide on whether to **maintain, amend or cease** a plan.

A plan will not end without further consultation with you as parents/carers.

Once a decision has been made, the EHCP will be uploaded to the EHC Hub and you will be notified that this has taken place. The review cycle will then be restarted with a new timeframe to complete the next annual review provided by the local authority.

***If there are any questions that have not been answered by this document, please contact the school through the admin email address, for the attention of the SENDCo.***

## Useful links

Devon Information and Advice Service – supporting parents with navigating the world of SEND and education, as well as providing direct casework support with appealing against local authority decisions pertaining to EHCPs

[Home - Devon Information Advice and Support](#)

The EHCP Local Offer through Devon County Council

[Education, health and care plans \(EHCPs\) - SEND Local Offer](#)

The Independent Provider of Special Educational Advice (IPSEA) - A leading charity in the field of SEND law, helping parents/carers to negotiate the legal aspects of education and SEND.

[\(IPSEA\) Independent Provider of Special Education Advice](#)

The EHC Hub, Devon – A portal for accessing your child’s EHCP and contributing to reviews.

[EHC Hub](#)