

What is an Annual Review of an EHC plan?



This information sheet is for you if you are between 16-25 years old:

- Attend a Sixth Form, College or a Training setting, and
- Want to understand what an Annual Review of your EHC plan is.

Turn over
for more
information

If you want to know more about what an EHC plan is and why you may have one, please contact us.



What is an Annual Review (AR) of an EHC plan?

An annual review **must** happen at least **once a year** (12 months), after your first EHC plan was finalised or when your last annual review finished. The aim of an annual review of an EHC plan is to check if it,

- a) Is still required
- b) Needs updating (amending)

For each annual review there **must** be a discussion with you about getting ready for adulthood and independent living.

An annual review happens in steps, to ensure your EHC plan is reviewed properly.

STEP 1: The council - known as the **Local Authority (LA)** sends a letter to your Sixth Form, College or training setting, letting them know that your EHC plan needs to be reviewed.

STEP 2: Your Sixth Form, College or training setting (usually the SENCo or person in charge of SEN at your setting) **must** write to you, your parent/ carer (if you agree for them to be involved) and other professionals who have or may be working with you. Everyone will be asked to write a report about how you have been getting on with the extra or different types help written in your EHC plan.

Step 3: Your Sixth Form, College or training setting **must** then invite everyone in **Step 2** plus someone from the LA, usually the EHC Co-ordinator who is in charge of your EHC plan, to a meeting called the annual review meeting.

Did you know, you and professionals **must** be given **at least two weeks' notice** to attend the annual review meeting and receive a copy of the reports written about you that were collected **during Step 2**.

It is important that this information is sent to everyone **two weeks** beforehand, so you all have the time to read through and comment on the following:

- How you have got on with meeting your outcomes in the EHC plan?
- Should the outcomes remain, be changed?
- Are your needs correct? If not, what needs to be tweaked, changed or taken out?
- Is the help you are getting correct? If not, what needs to be tweaked, changed or taken out?
- What are your thoughts on what your Sixth Form, College or training setting and professionals have to say about you?

STEP 4: This is the actual annual review meeting.

This meeting will take place at your Sixth Form, College or training setting, it could be held elsewhere, for example, Wandsworth Town Hall or virtually.



What happens during the meeting?

You, your parent/carer, SENCo and anyone else invited from **Step 2** will look at the **needs, provision and outcomes** specified in an EHC Plan, and decide whether these need to change and be amended based on the reports sent through for **Step 2**.

It is important that **you give your views and they are at the centre** of this meeting, for example,

- Your comments on the content of the EHC plan-see **Step 2 and 3**
- What you feel has gone well over the last year
- What would you like to achieve in the following year, e.g. qualifications, your thoughts about what you want to do next and are there clubs or social activities you would be interested in outside of Sixth Form, College, or training setting?

You can give your views in a number of ways:

- In person at the meeting
- Record a video that can be presented at the meeting
- Speak with your tutors / parent/carer or us – we can support you to write down your views, or
- Use our template to give your views - please contact us to get a copy.

It doesn't matter how your views are recorded, it is important that your voice and views are heard!

STEP 5: After the meeting, the Sixth Form, College or training setting **must** write a report of what was discussed at the meeting, add all the reports gathered **for Step 2** including your views. This **must** then be sent to your EHC Co-ordinator in the LA, within **two weeks** of the meeting.

If you are educated at home or not attending Sixth Form, College or training setting, the LA writes the report.

STEP 6: Within **four weeks** of the annual review meeting, you will get a letter from your EHC Co-ordinator, explaining the following:

- Your EHC plan will stay the same - no changes. You can challenge this - it's called a **Right of Appeal**, or
- They are going to amend your EHC plan (make changes), your EHC Co-ordinator has to send you a copy of your EHC plan with the changes proposed (**this copy is called a proposed amended EHC plan**),

When you receive this letter, this means the annual review has finished.

- You have **15 calendar days** to give your views on the changes.
- A change to the EHC plan can also include a change to the name of the Sixth Form, College or training setting
- The LA **must** send the final amended EHC plan to you no later than **eight weeks** from when they sent you the proposed amended EHC plan in **Step 6**.

- They are proposing to cease your EHC plan - this means the EHC plan is no longer needed. This can be challenged by you if you do not agree to this - under a **Right of Appeal**.

How we can help:

We can go through any questions you have about the annual review steps.

Support you to give your views during each step including preparing and attending the annual review meeting.

We can advise you about how to challenge (Right of Appeal) any of the LA's decision at the end of the annual process.

How to contact us:

- By phone - call or text our Children and Young People's officer on **07917 504 390**
- Call our office Helpline Number: **020 8871 8065**
Email: wiaas@wandsworth.gov.uk
- Visit: wiaas.org.uk

We are Free, Confidential(private) and Objective (we will not tell you what to do or take sides)