

WHAT IS AN ANNUAL REVIEW (AR) OF AN EHC PLAN?



This information sheet is for you, if you are under 16-years-old, attend a school, and:

- Want to understand what an Annual Review of your EHC plan is?



WHAT IS AN ANNUAL REVIEW OF AN EHC PLAN?

At least once a year (12 months), your Education, Health and Care (EHC) plan **must** be reviewed to see if it is:

- a) still required
- b) needs updating (amending)

STEP 1: The council - known as the **Local Authority (LA)** sends a letter to your school letting them know that your EHC plan needs to be reviewed.

STEP 2: Your school (usually the SENCo) **must** write to your parent/carer and other professionals in and outside of the school who may have been working with you. They will be asked to write a report about how you have been getting on at school with the extra or different types of help you have got with the EHC plan over the last year.

STEP 3: Your school **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.

Your parent/carers and the professionals will receive copies of all the reports from **Step 2** before the annual review meeting, so they can read through and comment on the following.

- How you have got on with meeting your outcomes (what you need to achieve) on the EHC plan
- Should the outcomes remain, be removed or changed?
- Are your needs correct? If not, what needs to be tweaked, changed or taken out?
- Is the provision (help you are getting) correct? If not, what needs to be tweaked, changed or taken out?

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



STEP 4: This is the actual annual review meeting.

This meeting will take place at your school or 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** written in your EHC Plan, and decide whether these need to change based on the reports sent through for **Step 2**.

It is important that you give **your** views at this meeting on the following,

- What you feel has gone well over the last year?
- What would you like to achieve in the following year for, eg, achieving GCSE qualifications and your thoughts about what you want to do for year 12 (if you are in year 9, 10 or 11).

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 subject teachers, parents/carer or us – we can support you to write down your views or
- Please contact us to get a copy of a template to give your views on the EHC plan.

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 school **must** write a report of what was discussed at the meeting, and attach all the reports gathered **from Step 2** including yours and your parents/carers' views on the EHC plan. 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 in school, the LA writes the report.



STEP 6: Your parent/carer will then get a letter from your EHC Co-ordinator in the LA, explaining the following:

- Whether the EHC plan will stay the same.
- They are going to make some changes to your EHC plan. A copy of the EHC plan, (called a proposed amended EHC plan) with the changes will be sent to your parent/carer with the letter telling them of this decision.
 - Your parent/carer has **15 calendar days** to give their thoughts on the changes. **It's an opportunity for you to give your thoughts on the changes too.**
 - A change to the EHC plan can also include a change to the name of your school too.
 - The LA **must** send the final amended EHC plan to your parent/carer no later than **eight weeks from when they sent it.**
- Cease (end) the EHC plan - this means the EHC plan is no longer needed.



HOW WE CAN HELP:

We can:

- Go through any questions you and your parents/carer have about the annual review steps
- Support you and your parent/carer to give your views during each step including preparing and attending the annual review meeting.
- We can advise your parent/carer of what to do if they do not agree with one of the decisions the LA has made following the annual review meeting.

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: wiaass@wandsworth.gov.uk
- Visit: wiaass.org.uk

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