



Annual Review of an EHC plan

This sheet tells you about how the council checks how your child (0-16) or young person (16-25) is getting on with the help written in their Education, Health, and Care Plan (EHC) plan and keeping it up to date.

For more detailed information contact **WIASS** on 020 8871 8065, or email, wiaass@wandsworth.gov.uk or look at our web site page on an [Annual-review of an education, health and care ehc plan](#)

Frequently Asked Questions (FAQs):

What is an Annual Review of an EHC plan?

The council **must** look at your child's or young person's EHC plan to:

- Think about their progress.
- Make sure that the EHC plan is up to date.
- Help them to meet their outcomes written in Section E of the EHC plan.

It's important that you, and your child or young person are given the chance to say how you feel (give your views) and these **must** always be considered by the Local Authority (council).

How often do Annual Reviews of an EHC plan have to happen?

The EHC plan **must** be reviewed within the first **12 months** of the date of the first final EHC plan being issued, and then within **12 months** of each Annual Review decision after that.

If your child is **under 5 years old**, they **should** have their review within **three to six months**, but it **must** happen within a minimum of **12 months**.

What must the council do?

It's the council's job to make sure the Annual Review happens, and even though they are invited to the Annual Review meeting, they get to decide if they come or not.

The annual review is a step-by-step process that must happen in the correct order. The council is in charge of this process, but asks your child's or young persons' nursery or school to carry out some of the steps:



The steps are:

Step 1:

At least two weeks before the start of the new term – the council lets your child's or young person's nursery, or school know that an annual review of the EHC plan needs to be held in the new term.

Step 2

Your child's or young person's nursery or school, usually, invites you and professionals to an annual review meeting at the nursery or school. They ask for information about how your child or young person has been getting on with the help from the EHC plan.

You can use our template to help you write down your views about this: [Parent Annual Review template to give views](#)

Step 3

At least **two weeks** before the annual review meeting, the nursery or school, **must** send you and the professionals all the written information collected (from Step 2) to read. **If you get the written information less than two weeks before the annual review meeting, you can ask the nursery or school to change the date, so you have more time to read all the information.**

Step 4

The annual review meeting (usually held at your child's or young person's nursery or school):

At this meeting you, the nursery or school and the professionals discuss the progress made, over the year, with all the help given to them from the EHC plan.

Step 5

No later than **two weeks** after the annual review meeting, the school will send to you, the council (EHC Co-ordinator) in the Special Needs Assessment Section (SNAS) and everyone invited to the annual meeting, the annual review report (this a form the council gives to the nursery and school to fill in) .



The annual review report will include what was discussed at the annual review meeting and recommendations made.

Step 6

The council (EHC Co-ordinator) will read, review the information and recommendations in the annual review report and make a decision.

Step 7

4 weeks from the date of the annual review meeting, you will receive a **decision letter** from the council (EHC Co-ordinator) telling you what they have decided after reading the annual review report.

The council can make the following decision:

- Keep the EHC plan as it is (no changes).
- Amend (change) the EHC plan-the council must send you a copy of the EHC plan with changes and give you **15 calendar** days, to look through it. The final EHC plan **must** be sent out within **8 weeks** of the decision letter.
- Cease (end) the EHC plan. This could be because the council, or young person, or you feel that the support written in the EHC plan is no longer needed.

If the council decides not to amend the EHC plan or to cease it, then they must tell you of your right to appeal.

For more information about appealing, please read our information sheet on a [Right of Appeal to the SEND Tribunal](#)

If your child is aged between 16-25, please read information page on [Annual Reviews of the EHC plan](#)