

Annual Review

An **Annual Review** is a formal meeting held every year to review a child's **Education, Health and Care Plan (EHCP)**. It ensures the EHCP remains relevant and effective in meeting needs.

The Annual Review is an opportunity to:

- **Assess progress:** Review the child's achievements against the outcomes in their EHCP.
- **Update information:** Add new information about their needs, provision, or placement.
- **Set new goals:** Amend outcomes or support if necessary.
- **Discuss challenges:** Address any concerns about the current EHCP or placement.

The Annual Review Process

1. Before the Meeting

- The school gathers written reports from parents, teachers, and other professionals.
- Parents/carers and the child can share their views in advance.

2. The Meeting

- Discuss progress toward EHCP outcomes.
- Review the effectiveness of current support.
- Suggest changes to the EHCP if necessary.
- Consider whether the current school or setting is suitable (if relevant).

3. After the meeting

- The school writes a report summarising the meeting
- This is sent to the local authority and all attendees
- The local authority decides whether to amend, cease, or maintain the EHCP within **four weeks** of the meeting.

FAQs

Who attends the Annual Review?

- Parents/carers.
- School staff, including the class teacher and a senior member of staff.
- Professionals such as therapists or social workers, if relevant.
- A local authority representative may attend for emergency reviews or when your child is in Year 5 to support the transition process to secondary school.

How can I prepare for an Annual Review?

- **Review the EHCP:** Check if it reflects your child's current needs.
- **Share your views:** Complete the parent view form.
- **Ask questions:** Write down any queries about the EHCP or support.