



NE Lincs SENDIASS Fact Sheet

The Annual Review Process

The Annual Review should focus on the child's progress towards achieving the outcomes as set out in the plan.

It should also consider any changes that might be needed to the outcomes, the way your child's needs are described, or to the provision set out in the plan.

Your views, wishes and feelings, and those of your child are important and the review **must** take these into account.

From Year 9 the Annual Review should start to prepare a young person for adulthood:

https://www.ipsea.org.uk/annual-reviews-in-year-9-and-beyond

Things to think about and write down for your parental contribution (continue on separate sheet if necessary)

- What have been the highlights of the past year?
- Were the outcomes in the last EHCP met?
- What difference did this make?
- Were the actions agreed in the last EHCP completed? Did they work?
- What support is working well?
- What things would you like to change?
- What would you like your child / young person to achieve or get better at?
- What difference would this make?
- What are your hopes and dreams now and in the future?
- Other comments

Annual Review Process - Flowchart

Timescale Action Local Authority writes to school with names of pupils needing a review that term. LA also At least 2 weeks writes to Clinical Commissioning Group and LA before starts of each officers responsible for social care with list of children due a review The Head teacher must invite the parents and the professionals involved with the child to the review meeting and ask for written reports At least 2 weeks The Head teacher circulates all reports to before meeting everyone attending the meeting Review meeting takes place Head teacher writes a review report and sends to Within 10 days of the Local Authority Within 4 weeks of Local Authority reviews EHC Plan and makes decision review meeting Within 1 week of Local Authority sends decision to parent making decision

If you would like help or want to discuss how we can support you to resolve any problems please call;

NE Lincs SENDIASS on **01472 355365**

or email:

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Visit our website: www.barnardossendiass.org.uk/north-east-lincolnshiresendiass/

