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| **Guidance for Settings****Planning a 6 monthly Review of an Education, Health and Care Plan (EHCP)** |

**(Reviews for children under the age of 5 should be carried out within 6 months after the EHCP has been finalised or the previous review.)**

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| **Time**  | **Actions to be taken** |
| **At least 4 weeks prior to the review** | **Start Planning a Person centred review**: It is the setting SENCO’s responsibility to organise the review * Confirm a date with parents and professionals.
* Consider how you are going to manage the meeting – how many practitioners will attend? How will you arrange cover?
* Arrange a room for the meeting.
* Consider how many people will be coming, comfort, privacy and space
* Send to parents the **invitation letter, parents’ report template, the All About Me**.
* Send an **invite letter** to all the involved professionals (those listed in Plan section K of the Plan if still involved) requesting attendance and a report.
* It is appropriate to ask them to provide enough copies for all the attendees and to suggest a date that you require the report by.
* If the child is transferring to a new school or setting, invite practitioners from that setting to attend.
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| **3-4 weeks prior to the meeting** | * SENCO to meet with the key person to collate all the information needed to write the setting report using template **setting report.**
* It is fine to use bullet points in each section of the setting report.
* Update the development assessments and review the latest APDR
* Update section 8 of the SEN SP.
* Arrange a meeting with the parents to go through the Plan with them, looking at what changes might need to be recorded (it will be helpful to have a copy of the Plan and go through with a pencil and highlighter, pencilling in changes to discuss at the meeting).
* **Update the All About Me.**
* Collect child’s views using template **child’s views**
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| **At least two weeks prior to the meeting** | * Copy the setting report and the reports from the other professionals and parents.
* Send the reports to all of the attendees with a covering letter confirming the contents, a copy of the **agenda**, with any information about parking, route to the building etc.
* Ideally the reports will have been sent to you in time for you to circulate them before the meeting but note some professionals may bring their reports along to the meeting.
* Build in preparation time on the meeting day to make sure you have time and if possible the resources to copy any late reports for attendees
* Ensure you have arranged cover for the members of staff who will be attending the meeting and contributing.
* Decide who will be note taking in the meeting and who will chair – it is sometimes difficult to do both.
* Look at the **Head of Setting’s Report** to familiarise yourself with the format and the way the meeting should run and see the **Guidance on completing the report.**
* You can begin to prepopulate some parts, for instance the register of attendees section 4.
* Ensure that you have arranged for a time to write up the meeting notes after the meeting.
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| **On the day of the meeting**  | **You will need** * Spare copies of the agenda.
* Your report and the other professionals’ reports (enough for all attendees if these haven’t already been sent)
* The child’s SEN Support Plan including updated Development Matters Summary (you may want to have some extra copies but it is not necessary to have one for all attendees)
* Copies of the EHC Plan
* A copy of the **Head of Setting’s Report** of the Annual Review Meeting
* Tea and coffee (and biscuits!)
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| **At the meeting**  | * The chair welcomes everyone and makes the introductions
* Ensures that everyone has had time to read the reports and give a little more time if this is necessary
* Explains the general way that the meeting will run and the aims for the meeting:
* every one to have the opportunity to briefly discuss the child’s progress
* parents to have the opportunity to discuss their views and ask questions
* opportunity for all to discuss things that have gone well and not so well
* to record any changes that need to be made to the Plan
* Participants take their turns to summarise their reports
* Parents talk about their experiences and ask questions if required
* The chairman draws together the main points that have been raised before moving on to look at the Plan
* Everyone looks through the Plan and agrees on any changes that need to be made
* The professionals will have provided their changes and advised on the changes to the outcomes and provision, giving the correct wording in their reports
* The setting and parents will have already suggested changes and updates that need to be recorded so this need not take too long if everyone agrees on the changes
* It is important that transition to the next school is discussed and recorded in the report
* If parents want a special school, the reports and discussion must reflect this
* Ensure the transfer review section of the report is completed
* The chair brings the meeting to an end with a brief summary of the discussions and agreed actions, ensuring that the note taker records who will be doing what It can be appropriate to set the date of the next review at this time if the child will still be under five and at the same setting
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| **Following the meeting**  | * The SENCO must complete the **Head of Setting’s Report** of the Annual Review Meeting and send it and all the reports to parents, professionals and the SEN Team within **10 days** of the meeting. See the **Guidance on completing the report.**
* See chart on next place for what happens once the Integrated SEN Team receive the paperwork.
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| **Once the written report of the Annual Review, plus all associated reports/advice etc. received by the SEN Team** |

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| **LA Integrated SEN Team decides what action is required in light of the document received.** |

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| **Cease to Maintain** | **Amend** | **No Changes Required** |

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| **SEN Team consults with parents/carers/young person and education setting** | **SEN Team sends copy of the current SEN Plan and amendments notice of intended changes to parents/carers/ young person** | **SEN Team notifies parents/carers/young person that no changes will be made to the EHC Plan and their right to appeal against this decision.** |

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| **Following Consultation, if EHC Plan is to be ceased parents/carers/ young person notified of their right to appeal** | **Parents/carers/ young person given 15 days to comment/respond** |

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| **Needs continue to be met without the need for EHC** | **Within 8 weeks of sending amendment notice SEN Team to issue amended EHC Plan and advise parents/carers/young person of right to appeal** |