

Annual Review of an EHCP Guidance Flowchart

<p>Beginning of school year/each term</p> <ul style="list-style-type: none"> • School/setting receives termly list of children who need an Annual Review this term. • School/setting starts to make arrangements for Annual Review meetings for the academic year, including arrangements for information gathering. 	
<ul style="list-style-type: none"> • Set dates for Annual Review meetings and advise LA and all professionals involved when this will take place. • Decide what updated reports/assessments are needed and request this from relevant professionals. Send them the Professionals Report for Annual Review form for them to complete and return with any updated report. 	

8 weeks before meeting

<ul style="list-style-type: none"> • Gather views of parents/carers, children and young people providing support as needed and invites them to the meeting. 	
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6 weeks before the meeting

<ul style="list-style-type: none"> • Ask parents/carers and young people who they want to come to the meeting and invite them. • Collate internal information which may include attainment over time, other progress data. • Complete the Setting Advice for an Annual Review template. 	

3 - 4 weeks before the meeting

<p>Check that all documents requested have been provided and follow up if necessary.</p>	
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2 weeks before the meeting

Send all the information gathered and a letter confirming the date of the meeting and attendees, to all those who have been invited to the meeting and the LA.	
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Within 2 weeks after the meeting (10 working days)

Complete the Report of the Annual Review meeting if it was not completed during the meeting itself.	
Send the Report of the Annual Review meeting and all information gathered to the LA.	