



# Review of Education Health and Care Plans

## Supplementary guidance for schools

This supplementary guidance summarises the statutory duties set out in Special Educational Need and Disability Code of Practice 0-25(January 2015) and Croydon guidance notes for the review document and process.

The Code of Practice (CoP) refers to responsibilities of the Local Authority. In this document the Local Authority is represented by the Croydon SEN Service.

### What is the purpose of the review?

Croydon Local Authority is committed to the annual review of all EHC plans so that the Plan remains relevant, up to date and reflects the child or young person's special educational need.

The local recommendations for planning and conducting the review comply with the statutory duties set out in the Code of Practice. The Code of Practice states that EHC plans must:

- Be reviewed by the LA as minimum every 12 months
- Focus on the child or young person's progress towards achieving the outcomes set out in the current EHC Plan
- Consider if these outcomes are supporting targets that remain appropriate
- Be undertaken in partnership with the child and their parent or the young person
- Take account of their views and wishes and feelings
- Consider the continuing appropriateness of the EHC plan in light of the child or young person's progress during the year or changed circumstances
- Consider whether changes are required including changes to outcomes, enhanced provision, change of educational establishment or whether the plan should be discontinued

### When should the review take place?

- Notification to parents or the young person of the decisions from the review meeting must be completed within four weeks of the review meeting and within 12 months on the date of issue of the plan or previous review.
- This means that the **review meeting should be held no more than 11 months** after the date of the issue of the first EHC plan or the last review meeting. This allows a four week window for the recommendations from the review to be considered and decide on whether the plan should remain the same, be amended or ceased within the 12 month deadline.
- Schools are advised to schedule dates of review of EHC plans for all pupils at the beginning of each academic year.
- To support this process the SEN Service will provide a list of children and young people who will require a review of their plan in the following term. This will be shared at least two weeks before the end of each term.

## Are the timescales for EHC Plan reviews different for pupils transferring between key phases of education?

### PRIMARY

- For Year 2 pupils moving between infant school to junior school or Year 6 pupils moving from primary to secondary school the CoP states that the review must be completed by the 15<sup>th</sup> February of the year they are due to transfer. This should allow sufficient time to consider and agree the most appropriate setting and provision required.
- The Croydon SEN Service strongly recommends that the transfer review takes place in the academic year before the year of transfer. This has usually been the summer term of Year 5 for pupils moving to secondary schools). This gives sufficient time for planning and securing provision at the next school taking into account parental preferences.
- Croydon SEN Service also recommend that the plan is reviewed in the Spring term prior to transfer so that any minor amendments can be made to ensure all information is up to date to support successful transition planning between settings.

### SECONDARY – Preparing for adulthood reviews

- From year 9 onwards all reviews must include a focus on preparing for adulthood and give details for the interventions planned for preparation for employment and training, independent living and community participation.
- Year 9 review meetings should have a particular focus on discussing options and choices for the next phase of education.
- For Year 11 pupils moving to Post 16 schools and colleges or taking up apprenticeships, the CoP states that the review and any amendments to the plan must be completed by 31<sup>st</sup> March of the year they transfer. This includes specifying the post 16 provision and naming the institution.
- The CoP acknowledges that Year 11 pupils may not meet the entry criteria for their chosen course or may change their minds. If this is the case the LA will seek to review the EHC plan as soon as possible so that alternative options are agreed and new arrangements in place as far in advance of the start date as practical.

### Who is responsible for organising the review?

- Croydon SEN Service requests all nursery schools, maintained primary and secondary school, maintained special schools, academy schools and pupil referral units to convene and hold the review meeting on the LAs behalf.
- The CoP recommends that schools are best placed to lead the reviews because “they know the child or young person best will have the closest contact with them and their family and will have the clearest information about progress and next steps.” (Ref:9.175)

## Who should be invited to the review meeting?

**As well as key school staff the following must be invited:**

- The child's parents or young person
- The EHC Plan Co-ordinator for the pupil  
(Although a formal invite should be sent, the EHC Plan Co-ordinator will only attend review meetings where there are complex issues to resolve.)
- Health and/or Social Care representatives where there is direct involvement with the pupil. This includes speech and language therapy, occupational therapy, physiotherapy, school nursing team and CAMHS.
- The pupil, as appropriate in relation to age and need

**Other key services and agencies involved with the pupil should be invited. This might include:**

- Educational Psychologist  
(Your EP should always be invited where a change of provision is required or where their advice on outcomes and target setting is sought. This is most likely to be the case for reviews which will inform transition between key phases.)
- Teachers from the Croydon Sensory Support Service (HI and VI)
- Early Years SEND Team
- Education Welfare Officer
- Voluntary Sector Workers
- Behaviour Support Team
- Literacy Centre
- Parent Support Groups (SENDIAS and/or PIP)
- Representatives from receiving schools as appropriate
- Representatives of Post 16 institutions (Year 9 onwards)
- Preparing for adulthood Coordinators (year 9 onwards)

## How should a review be planned and conducted?

**Before the meeting:**

- Invitations to the review must be sent out at least two weeks in advance of the meeting giving notice of the date and time.
- The meeting should be held at the school where the pupil attends
- The school must seek advice and information about the pupil from all parties invited before the meeting and share any that is gathered with those who are invited.

## At the meeting:

- The meeting should be chaired by the headteacher, SENCO or other senior leader in the school
- The meeting must focus on the pupil's progress towards achieving the outcomes set out in the EHC plan and what changes might need to be made to the support provided to help them achieve the outcomes or whether the outcomes require refinement.
- Suggested format for the meeting:
  - Explanation of the purpose of the meeting
  - Summary of the pupil's special educational needs, with particular reference to any changes in this profile of need, including information from reviews and assessments from any specialist teams involved with the pupil.
  - Review of nature and impact of provision on achievement of annual targets and progress towards the longer term at the end of key phases, including:
    - Sharing pupil's views on progress and provision
    - Providing opportunity for parents to give their views of the past year's progress and contribute to target setting and planning for provision in the coming year
  - Agree recommendations for amendments to the EHC plan This should including consideration and update of short term targets and/or long term outcomes if the pupil is at a key transition point

*(If there are differing views on recommendations from different representatives at the meeting this should be noted)*

  - Discuss with parents or young person any elements of the EHC plan that they would like to be considered thorough a personal budget and record on the review document.  
On receipt of the review document allocated EHC co-ordinator will contact the parents to discuss this request.  
Information about personal budgets can be found in Croydon's Local Offer:  
<https://www.croydon.gov.uk/education/special-educational-needs/sen-money/direct-payments>
  - Agree date for the next review meeting (The CoP (9.169) states that the next review must take place within 12 months of the previous review.

## What are interim or emergency reviews?

- If there is a significant change in the child's or young person's special educational needs an early review can be called. These are known as interim or emergency reviews.
- A school or the parents or young person can request an early review.
- The SEN Service must be notified formally and in writing if an early review is requested stating the reasons why this is necessary.
- The review process for an interim or emergency review must follow the same process and timeframes as the annual review process.

## What happens after the review meeting takes place?

### Completing the EHC Plan review form:

- Updates and recommendations from the review meeting should be formally recorded on the attached Review Document. The format of this Review document mirrors the format in the completed EHC plan to allow key information to easily transfer between documents as required.
- 'No change' should be recorded in the relevant section if no changes or recommendations are needed.
- Sections that are currently blank in the current plan should remain so unless there is new information to be considered

### Returning the EHC Review form to the SEND team:

- The EHC review report must be returned to the SEN Service as soon as possible after the meeting and no longer than two weeks after the review meeting.
- In order that the documentation can be moved swiftly and updated easily the completed report should be:
  - Updated and stored in an electronic format and not handwritten.
  - Emailed directly to the team ([senenquiries@croydon.gov.uk](mailto:senenquiries@croydon.gov.uk)) using a secure transfer system, such as egress or password protected (See appendix 1)
  - Any other key reports and documents from the review should be scanned and attached with the EHC review document.
  - The SEN team will acknowledge receipt of the emailed review document providing a record that the document was submitted within the two week deadline.

### What happens after the review document is received by the SEN team?

- Within four weeks of the review meeting the SEN service will decide whether it proposes to keep the plan as it is, amend the plan or cease to maintain the plan and give formal notification of this decision to parents or the young person.
- Parents or the young person will be given notice of the proposed amendments along with evidence to support these proposals.
- They will have a period of just over two weeks to consider and comment on the proposals and as required request a particular school or educational setting. They have the option to meet with members of the SEN team to discuss the proposed changes.
- If following representations from parents the SEN team decides to continue to make amendments they must issue an amended EHC plan as quickly as possible as but no longer than within 8 weeks of the original amendment process.
- Likewise, if they decide not to make amendments they have to notify parents or the young person within 8 weeks.
- If the SEN Service decide not to amend the plan or decide to cease the plan or following publication of the final amended plan parents will be notified of the right to appeal.

## Appendix 1: Sending emails securely (Guidance from the SENCO briefing – Autumn 2015)



Sending secure emails

**CROYDON**  
www.croydon.gov.uk

<http://www.egress.com/>

*Or password protect your PDF / word files...*

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FILE HOME INSERT DESIGN PAGE LAYOUT REFERENCES MAILINGS REVIEW VIEW ACROBAT DESIGN LAYOUT

Clipboard Font Paragraph Styles

Community Space Bernard Weatherill House

Time	Item
1.30-1.35	Introductions
1.35-3.45	<p><b>Part 1: What is it like to be a pupil with SEND in my school?</b> This session will be led by Leske Cox HMI who has considerable experience of SEN both as head teacher and the inspection of special educational needs and disabilities.</p> <p><b>This session will focus on the following:-</b></p> <ul style="list-style-type: none"><li>• Demonstrating the effectiveness of provision in achieving the best outcomes for pupils with SEND</li><li>• The new OFSTED framework – what are the key changes, implications and opportunities for SEN</li></ul> <p>There will also be opportunities for any questions that you might have.</p> <p>There will be a 15 minute break during this session.</p>
3.45-4.20	<p><b>Part 2: Reviewing EHC plans</b> Deborah Johnson Head of SEN</p> <p><b>Guidance and best practice for leading EHC Plan reviews</b></p>
4.20-4.30	Local and national updates Including the Croydon Local Offer – What's new? Louise Airey

Schools who have signed up the SENCO network subscription will need to book their place for this meeting which we are anticipating will be very popular. For schools who

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