



## The EHCP Statutory Annual Review Process

What	When
<p>Invitation to attend the annual review meeting to be sent through the EHC Hub to:</p> <ul style="list-style-type: none"> <li>- parent or young person;</li> <li>- SEN Officer;</li> <li>- Health care professionals;</li> <li>- Social care;</li> <li>- Other individuals relevant to the review should also be invited</li> </ul> <p>*Where the child or young person is on roll at a school or other setting this is sent by the head teacher/principal. In all other circumstances, the LA is responsible for the invitation.</p>	<p>6 weeks before the review meeting</p>
<p>Once invitations have been sent through EHC Hub, use the Hub to request information and advice from the child or young person’s family, involved professionals, teams or organisations that have been invited to the meeting.</p>	<p>6 weeks before the review meeting</p>
<p>Annual review meeting to be held and the following to be considered:</p> <ul style="list-style-type: none"> <li>- the successes and achievements of the child or young person in the last year</li> <li>- what has worked well and what has not worked well since the last review?</li> <li>- future aspirations for child or young person</li> <li>- the child or young person’s progress towards outcomes and whether the outcomes remain appropriate them.</li> <li>- what provision is required to assist the child or young person in making progress towards identified outcomes?</li> <li>- preparing for adulthood - Consider what provision is required to assist the child or young person in preparation for adulthood and independent living.</li> </ul>	<p>At the meeting</p>



<ul style="list-style-type: none"> <li>- if travel assistance in place is this still appropriate</li> </ul>	
<p>Submit review report on EHC Hub – indicating recommendation from the review whether to maintain, amend or cease the EHCP. Consider these areas when making recommendation:</p> <ul style="list-style-type: none"> <li>- Has the child or young person’s special education needs significantly changed since the last EHC Plan was issued?</li> <li>- Does the review recommend significant changes to outcomes or provisions</li> </ul>	<p>Within 2 weeks of the review meeting</p>
<p>Local authority to communicate their decision following the annual review as whether to maintain, amend or cease the EHCP. This will be done through the EHC Hub.</p>	<p>Within 4 weeks of the review meeting</p>
<p>If the decision is to amend the EHC plan, the LA will publish on the EHC Hub a copy of the EHC plan to the parents or young person with notice of proposed amendments and include any evidence supporting the amendments. They must also inform the parent/young person of their rights to make representations about the content of the EHC plan and to request a particular school/setting.</p>	
<p>Parents/young person can make representations about the content of the EHC plan and/or the proposed amendments, request that a particular school/setting is named, and request a meeting with a LA officer.</p>	<p>Must be given at least 15 days to do this</p>
<p>LA issues final EHC plan on the EHC Hub</p>	<p>Within 8 weeks of the LA’s decision to amend the plan</p>