

Annual Review Fact sheet



SEND Empowerment
ADVICE & SUPPORT

What is an Annual Review?

An Annual Review is a required yearly process that looks at your child's EHCP. It checks whether your child's needs, the support they receive, and their goals are still appropriate or if changes are needed.

It must take place within 12 months of the EHC plan being finalised. Following reviews must be completed within 12 months of the previous review (every 6 months for under 5's)

What happens before the review?

- The Local Authority must invite everyone involved, giving at least two weeks' notice of the meeting date.
- The LA gathers updates and reports from you, your child's views and wishes, updates from the school, and professionals.
- All reports and information must be shared with attendees at least two weeks before the review meeting.

What should you do to prepare?

- Gather your own notes on how your child is progressing and any concerns.
- Think about what support or changes you feel are needed.
- Consider if your child should attend and be part of the discussion.
- Keep copies of all communications and minutes from the review.

Who is involved?

- Parents or carers
- Your child or young person (where appropriate)
- School or educational setting staff
- Local Authority representatives
- Relevant health or social care professionals

What happens during the review?

- The meeting reviews how well your child is meeting their EHCP outcomes and if the current support is effective.
- Everyone shares their views on progress, needs, and support.
- New targets and any changes to provision may be agreed.
- A summary report of the meeting is written and sent to everyone who attended or contributed, within two weeks.

What happens after the review?

Within four weeks of the review, the LA must decide to:

- Maintain the EHCP,
- Make amendments to the EHCP, or
- Cease the EHCP (stop maintaining it).

If changes are proposed, a draft updated EHCP must be sent to you with the decision letter for review, giving you at least 15 days to respond. The LA then has 8 weeks to finalize and issue the amended EHCP.

Need Support?

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info@send-empowerment.co.uk

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Important points

- The LA must consult with you before ceasing an EHCP and give written notice of the planned end date. Support must continue until any appeals are resolved.
- Reports and documents that inform the review must be shared with all participants ahead of the meeting - they cannot be withheld from parents.
- If a reduction in support is proposed, it cannot be implemented immediately after the review; it must follow the appeal process if necessary.
- You can request an early review if you believe your child's needs or support have changed significantly and urgently. Contact the LA and inform the school.
- The Annual Review is an opportunity for the child or young person to share their views and participate in decisions about their support.

Annual Review During an Ongoing SEND Tribunal Appeal

If your child's Annual Review is due but you are already involved in an appeal to the SEND Tribunal, it does not pause or cancel the review. The Annual Review must still take place within 12 months of the last review, or within 12 months of when the EHCP was first issued.

Key Points to Know:

- The review can address parts of the EHCP not being challenged in the appeal, such as Section E (provision and support).
- It can be a chance to resolve some of the issues that are under appeal.
- If the Local Authority issues a new draft amended EHCP following the review, this draft can be added to your existing appeal.
- You can request that the draft EHCP is treated as the working document for your current appeal, meaning you do not need to start a new appeal.

This ensures the Annual Review continues to support your child's needs while the appeal is ongoing and allows the process to progress without unnecessary delay.