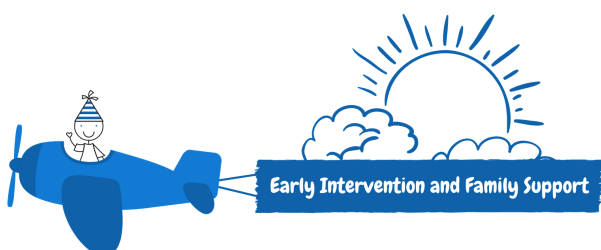




IASS
●●●● Bromley.

Annual Reviews

of Education, Health and Care (EHC) Plans



In partnership with



There is a requirement for all Education, Health and Care (EHC) plans to be reviewed by the Council at least annually.

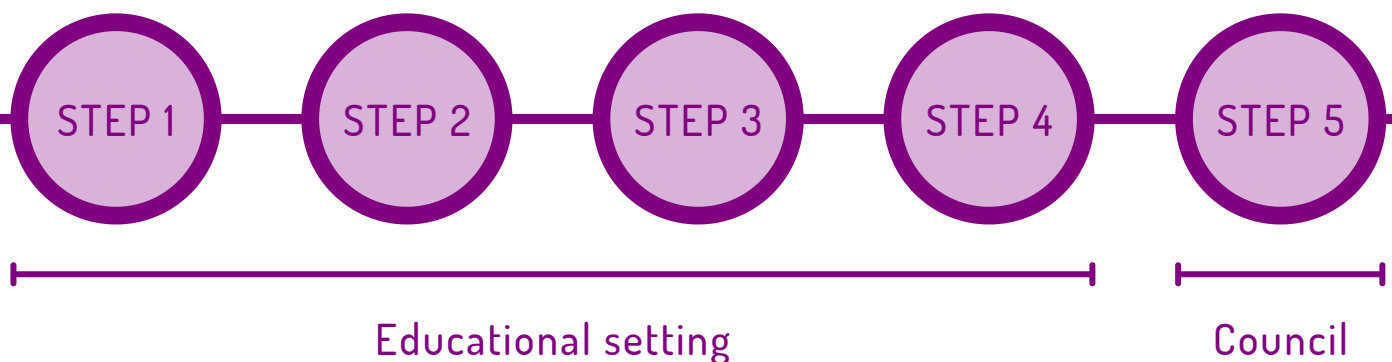
This is usually referred to as the Annual Review.

In Early Years EHC plans should be reviewed every 3 to 6 months.

The Annual Review is more than just a review meeting, it is a process that must be completed within a year of when the EHC plan was first issued or within a year of the last review.

Although the overall Review process is the Council's responsibility, it is usual practice for Steps 1 to 4 to be delegated by the Council to the school, setting or other education provider.

THE EHC PLAN ANNUAL REVIEW PROCESS



Step 1

The host of the meeting will write to all the professionals involved with the child or young person, which may also include specific professionals employed by the school.

They must also write to the child or young person and the parent inviting them to contribute their views wishes and feelings. This should include their view of the current arrangements and provide an opportunity to discuss changes which they may want to be made to the EHC plan.

These reports should be sent to the host within 2 weeks of the request being made.

Step 2

Whoever is organising the annual review meeting will then send out invitations to all those required to attend at least 2 weeks before the date of the meeting.

The host is also required to circulate copies of all the reports they have received with the invitations.

This will usually be the same people they contacted in Step 1, but may include others if it is thought their assistance or contribution may be required.

Step 3

The Annual Review meeting should be held in the style of a Person Centered Planning Meeting and it must:

- fully involve the child or young person and their parent
- consider their views, wishes and feelings
- ask them to help make decisions

The meeting should ensure that the following seven points are covered and that the discussion doesn't simply focus on how things have gone in the past year in school.

Seven points to discuss in the meeting:

- 1** Focus on progress made towards achieving outcomes
- 2** Establish whether the current outcomes remain appropriate and if required agree new ones
- 3** Review the short-term targets and set new ones
- 4** Review the special educational provision and the arrangements for delivering it to ensure it is still appropriate and enabling good progress
- 5** Review any health and social care provision and check its effectiveness towards achieving the outcomes
- 6** Check if the aspirations have changed (consider them in the context of paid employment, independent living and community participation)
- 7** Check if the young person or their parent would like to request a Personal Budget

Step 4

After the meeting, the chair must prepare a report that includes any recommendations for amendments to be made to the EHC plan.

This should include where there are differences of opinions and not just the general consensus.

This must be sent to everyone who had been invited and the Council within 2 weeks of the meeting taking place.

Step 5

Upon receiving the report, the Council has to decide which one of the 3 following options applies:



The EHC plan should remain unchanged



The EHC plan should be ceased



The EHC plan needs to be amended

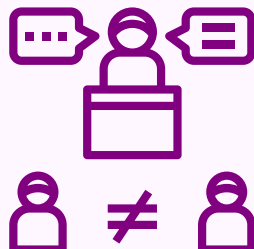
The Council must inform the young person or their parent of this decision within 4 weeks from the Annual Review meeting. This date should be no later than the anniversary of either when the EHC plan was first issued or the last review meeting.

What happens next?

Whatever the decision, the Council must inform the young person and their parent of the following:



Their right of appeal to the tribunal and the time limits for this to take place



The requirement for them to consider mediation if they decide to appeal



Their right to receive information, advice and support



The EHC plan should remain unchanged

The EHC plan will continue to be in place.

There are no changes or amendments.



The EHC plan should be ceased

The EHC plan must be maintained until the two month period for the appeal to be lodged at the Tribunal has passed.

If an appeal is made to the Tribunal, the EHC plan must be maintained until the hearing has taken place and they have given their decision.



The EHC plan needs to be amended

The Council should make the amendments as soon as possible. They must:

- Send a copy of the unchanged EHC plan to the young person and their parent along with a notice outlining the proposed amendments
- Include the supporting evidence for the proposed changes
- Give the young person and their parent at least 15 calendar days to respond with their views
- Inform the young person and their parent of their right to meet with the Council to discuss the proposed changes

Within 8 weeks of the Council receiving a response from the young person and their parent, they must:

- issue an amended EHC plan or
- inform them they will not be amending it and give their reasons why

If the amended EHC plan is issued it should:

- Clearly state it is an amended version and be dated
- Be clear which parts have been amended
- Have attached to it the additional reports and the minutes from the review meeting that have informed the decision
- Clearly state the date the original EHC plan was issued as this will still be the date that determines when the next Annual Review is to be completed by

Other things to be aware of

EHC plans are not expected to require frequent changes and updates. When they do need amending, rather than requiring a full re-assessment, there should be supporting evidence to inform any changes.

However, the Council can refuse a request for a re-assessment if less than 6 months have passed since the last EHC needs assessment was conducted, or it thinks that a further EHC needs assessment is not necessary, such as because it considers that the child or young person's needs have not changed significantly.

The format of an annual review meeting can differ but should always cover the principles of a person centered review.

This factsheet is a guide to the basic process for Annual Reviews but there are some variations relating to particular age groups or specific situations to be aware of, such as:

- Children moving from one phase of education to another requiring their EHC plan to be amended by 15th February
- Children and young people moving to Post 16 provision requiring their EHC plan to be amended by 31st March
- Children in Year 9 (and following years) whose Annual Reviews are to be treated as Preparing for Adulthood (PFA) and must include consideration for employment, independent living and their inclusion in their community and society
- Young people moving between Post 16 institutions must be reviewed and amended 5 months before the transfer is due to happen
- When a child and young person doesn't attend a school or other type of education provision
- When a child or young person has been released from custody

The Annual Review is required to check all sections of the EHC plan - not just the educational targets and provision.

It can provide an opportunity for the young person and their parents to request changes and updates.

It may also be that various elements of the EHC plan may not have been delivered exactly as they had anticipated.

Space for your notes

Where can I find more information?

Our website has a range of useful information advice.
Visit www.bromleyiass.org.uk.

Alternatively, the Bromley Local Offer has a range of information about local services, support and activities available to families, children and young people aged 0 – 25 years who have SEND. Visit www.bromley.gov.uk/localoffer.

Get in touch with us



Email us on iass@bromley.gov.uk
or choiceservice@bromley.gov.uk for our Choice Service



Alternatively, you can text us on 07834 106 347

Call us on 020 8461 7630

Monday to Friday 9.30am - 1pm and 2pm - 4pm

or visit www.bromleyiass.org.uk

