



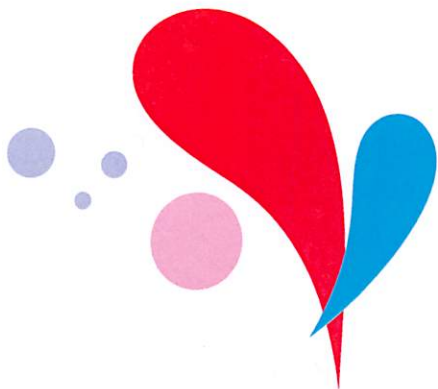
INFORMATION, ADVICE AND SUPPORT (IAS) TEAM for Special Educational Needs and Disabilities (SEND)

What is an Annual Review?

If your child or young person has an Education, Health & Care Plan (EHCP), it must be reviewed at least every 12 months.

This process is called the Annual Review and schools should arrange this. If a child or young person does not attend a school or other institution the local authority will arrange the review.

Reviews must take into account the views, wishes and feelings of children, young people and parents. If there are concerns about your child's or young person's progress a review can be called at any time.



What is an Interim/emergency Review?

If you, the school or the local authority believe there is an urgent need for a change to your child/young person's EHCP an interim or emergency review can be carried out by the local authority.

Reasons to ask for an emergency review could be.

- Your child/young person's education, health or social care needs have changed and are no longer accurately described in the EHC plan.
- The education, health or social care provision in the EHC plan is no longer meeting your child/young person's needs.

It is always useful to talk to school about your concerns or speak to the SEND team before an emergency review is requested.

Contact the school or your area SEND Team if you need to call a review.

SEND Service area teams

North ~ Fylde, Wyre & Lancaster

Tel: 01524 581 200

SEND.North@lancashire.gov.uk

**South ~ Chorley, South Ribble,
West Lancashire & Preston**

Tel: 01772 531 597

SEND.South@lancashire.gov.uk

**East ~ Hyndburn, Ribble Valley,
Rossendale, Burnley & Pendle**

Tel: 01254 220553

SEND.East@lancashire.gov.uk

The Annual Review Meeting

The Annual Review meeting is normally held in your child's/ young person's school or educational setting. Everyone who is involved with your child or young person (e.g. parents/ carers, occupational therapist, educational psychologist, speech therapist, local authority representative) is invited to attend or send written comments or reports. Invitations to this meeting are sent out by the school at least two weeks before the date, some people who are invited to the meeting may not attend.

The review meeting will

- Bring together information from all those involved in helping achieve the outcomes set out in the EHCP.
- Consider this information so that it can be used to support future progress.
- Review the effectiveness of the provision made for the child or young person.
- Consider if any changes need to be made to the EHCP.
- Consider if the EHCP should continue.

Paperwork for the review

All of the people invited will be asked to submit a report and copies of all of the reports should be available to everyone before and at the meeting. Copies of reports should be sent out two weeks before the meeting.

You will be asked to give your views and your child/young person will be asked for their views as well. It is important to try to find out what your child or young person thinks about the support that they are receiving and how it works for them.

Your report could comment on your child's progress in the year, what has gone well or caused concern, what to consider for the future and what school/college can do to help with this.

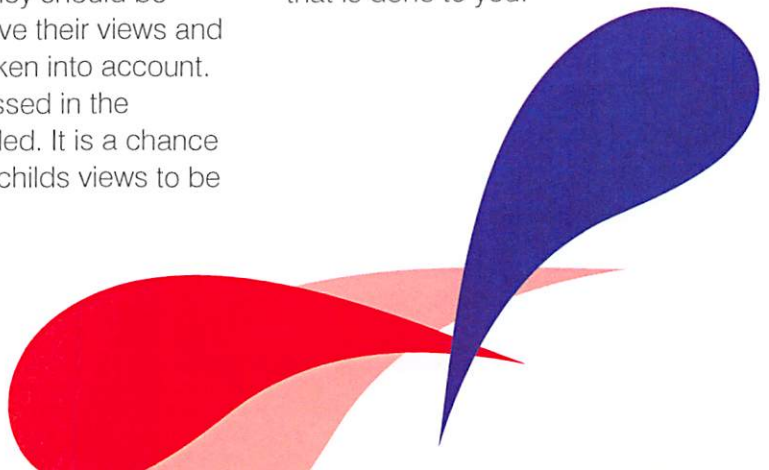
The Annual Review is an important opportunity for your child/young person. They should be encouraged to give their views and these must be taken into account. Everything discussed in the meeting is recorded. It is a chance for you and your child's views to be heard.

You as the parent/carer can take someone with you to the meeting. This can be a friend, relative or someone from IAS. (Information Advice and Support).

What will happen at the meeting?

Your child's or young person's progress will be discussed and the SENCo (Special Educational Needs Co-ordinator) should talk through each part of the EHCP to see what is relevant/working/not working. Copies of the EHCP should be available for all to read. Your child or young person should be at the centre of the discussions and take an active part. Ask questions, check details, ask for any explanations which will make things clearer.

The Annual Review is something to be actively part of, not something that is done to you.



What happens next?

A report of the Annual Review meeting, summing up what was said and agreed, along with any recommendations, is sent by school to the local authority SEND Support Team and to all those invited within two weeks of the meeting. This is called the Annual review summary.

Within four weeks of the meeting the local authority must decide whether it proposes to keep the EHCP as it is, amend or cease the plan and notify the parent, young person, school or other institution attended.

If you disagree with the outcome of the review there is an appeal process available. You can contact your area SEND Team in the first instance. The Information Advice and Support Team can also provide further assistance if needed.



Our Contact Details:



0300 123 6706



Information.lineteam@lancashire.gov.uk

More information can be accessed through the **Local Offer**:



www.lancashire.gov.uk/SEND

You can read the FIND newsletter, get details of the Parent Carer forums in your local area and find activities and groups for your child to attend.



www.facebook.com/lancashirelocaloffer



our facebook page for regular updates

**Information,
Advice & Support
Services Network**

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