

AN ANNUAL REVIEW FOR AN EDUCATION, HEALTH & CARE PLAN

It is the duty of the LA to review EHC plans a minumum of once every 12 months, The educational setting will conduct the meeting. The LA may send a representative. The main purpose of the review is to assess the child or young person's progress towards achieving the outcomes specified in the EHCP.

At least two weeks' notice before the date of the meeting MUST be given. All practitioners involved MUST cooperate during reviews and provide written updates about the child/young person.

As well as the family, all education, health and social care practitioners involved MUST be invited to the meeting. Other relevant parties should also be invited. Written advice MUST be provided by those invited and circulated to all TWO weeks before the meeting date.

Within TWO weeks of the meeting, the LA MUST prepare and send a report to EVERYONE invited. It must set out its recommendations on any amendments required to the EHCP.

It should refer to any difference between the LA's recommendations, and those of others attending the meeting. The report must include all the advice and information obtained prior to the meeting.

Reviews MUST be undertaken in partnership with the child & parent or young person. It MUST take account of their views, wishes and feelings, including a right to request a Personal Budget. Their views MUST be heard from the start. Their needs for taking an active part in the meeting and process should be accommodated and supported. If the young person is aged 16 or above, they can elect to have an advocate present if they choose.

Reviews in Year 9 should have a particular focus on options and choices for the next phase of education. Reviews from Year 9 MUST consider what provision is required to assist the child or young person in preparation for adulthood and independent living.

Within 4 weeks of the Meeting the LA MUST send its decision to the parent/young person and head teacher. The LA must propose to either: (a) continue to maintain the EHC plan in its current form; (b) amend it; or (c) cease to maintain it

If the LA decides to amend the EHC plan after the review it MUST:

- send the parent or young person a copy of the original EHCP and a notice specifying any proposed amendments "without delay", together with copies of any evidence which supports those amendments;
- provide the parents/young person with notice of their right to request the LA to secure that a particular school/ placement is named in the plan.

The parents/young person have at least 15 days to respond to the content of the amended draft plan. They can also:

- request that a particular school or other institution be named in the plan;
- request a meeting with an LA officer, if they wish to make representations orally.

Phase transition deadlines: Review & amendments must be completed by 15 February. For Post 16 the deadline is 31 March.

Whether the LA decides to continue, amend or cease an EHCP, they must:

- Notify the child's parent or the young person of their right to appeal
- Provide infomation about mediation and disagreement resolution services

The final plan MUST be issued WITHIN 8 weeks of the date the LA sent the original amendment notice. Keep a note of the 4 and 8 week deadline dates that the LA must adhere to. If they fail to meet the timescales, you can make a complaint or seek legal advice for a pre-action protocal letter leading to a Judicial Review

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