



# SENDCO Guides - Annual reviews

## Our statutory commitments

6.56 Where a pupil has an EHC plan, the local authority must review that plan as a minimum every twelve months. Schools must co-operate with the local authority in the review process and, as part of the review, the local authority can require schools to convene and hold annual review meetings on its behalf.

SEND Code of Practice, 2015

## What shall I do before the annual review meeting?

- Invite all relevant stakeholders – parents, school colleagues, local authority officer, health and social care colleagues – at least 2 weeks before the meeting (but aim for 6 weeks' notice in order to ensure availability).
- Request new advice from relevant stakeholders, 6 weeks before the meeting.
- Share any updated advice or information, at least 2 weeks before the meeting.
- Give parents the opportunity to prepare something in writing if they would like to.
- Gather the views of the young person, in the most appropriate way for them.

## What shall I cover during an annual review meeting?

- Introductions and a reminder of the purpose of the meeting
- Administrative details (correct contact details, etc.)
- Pupil/parent views
- Are the child/young person's needs still correctly written?
- What progress has the pupil made towards their current outcomes (and beyond)?
- Do changes need to be made to provision?
- Should changes be made to the current outcomes?
- Agreeing actions/next steps

It may be helpful also to discuss other Sections of the EHCP, if relevant to the child's current circumstances.

## What shall I do after an annual review meeting?

- Send a report of the meeting to everyone invited, within 2 weeks.
- Enact any agreed actions.

## SENDCO tips

- Calendar all your annual reviews at the start of the academic year, working with parents to find mutually convenient dates and times.
- Hold all meetings within a year of the previous meeting, or earlier if they are in a transition year.
- Ask school colleagues for feedback specific to these outcomes, rather than general feedback.
- Consider inviting the next school/college placement, for pupils in a transition year.
- Unless there is a reason to, don't try to cover every line of the EHCP during the annual review meeting.

SNJ - Annual Review flowchart



IPSEA – Annual reviews



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