

AN ANNUAL REVIEW FOR AN EDUCATION, HEALTH & CARE PLAN

It is the duty of the LA to review EHC plans but in schools and colleges, the head teacher or SENCo will conduct the meeting. The LA may or may not send a case officer. The main purpose of the review is to assess the child or young person's progress towards achieving the outcomes specified in the EHC plan.

At least two weeks' notice of the date of the meeting must be given and the advice obtained above must be circulated to all concerned at least two weeks in advance of the review meeting

The school must invite to the meeting and request/obtain written advice from:

- The child's parent or the young person;
- The head or the principal;
- The LA SEN officer;
- A health care professional identified by the responsible commissioning body
- Any social services officials involved.

The views of the child or young person should be heard from the start. They should, if possible, attend the meeting and their needs for taking an active part 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.

All reports, data, evidence and information must be circulated prior to the meeting so attendees can discuss and raise any other points they wish to discuss.

When the child or young person is in or beyond year 9, the meeting must consider what provision is required to assist the child or young person in preparation for adulthood and independent living

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

- send the child's parent or the young person a copy of the EHCP specifying the proposed amendments, together with copies of any evidence which supports those amendments;
- provide the child's parent or the young person with notice of their right request the LA to secure that a particular school is or other institution is named in the plan.

The parents/young person have at least 15 days, to:

- request that a particular school or other institution be named in the plan;
- request a meeting with an officer of the local authority, if they wish to make representations orally.
- advise them where they can find information about the schools and colleges that are available for the child or young person to attend

Within 2 weeks of the Meeting
The head or delegate must prepare and send out a report recommending any changes to the EHC plan, and referring to any difference between those recommendations and recommendations of others attending the meeting. The report must include all the advice and information obtained prior to the meeting

Within 4 weeks of the Meeting:

The LA must send its decision to the parent/young person and head teacher. The LA must then decide whether it proposes to-

- (a) continue to maintain the EHC plan in its current form;
- (b) amend it; or
- (c) cease to maintain it

If the LA proposes to continue or to cease to maintain the child or young person's EHC plan, it must:

- notify the child's parent or the young person of their right to appeal matters within the EHC plan.
- Mediation and disagreement resolution services.