

## Annual Review Timeline

### 6–8 Weeks Before the Review



School sends invitation to parents/carers + asks for your views (forms or email)



Practitioners working with your child or young person (e.g. teachers, SENCO, therapists) write and share their reports



 Parent carers should:

- Share their thoughts
  - Add their child or young persons views
  - Ask for reports in advance of the Annual Review meeting
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### 2 Weeks Before the Review



All reports should be shared with you



You should:

- Read through paperwork
  - Write down questions or discussion points, you'd like to raise
  - Ask for support if needed
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## Annual Review Meeting Day



Meeting takes place (school, parent carer, child/young person practitioners, including the LA if needed)



Discussion includes:

- What's going well 👍
- What needs improving
- Progress towards EHCP outcomes
- Any changes needed



Agree next steps

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## Within 2 Weeks After Meeting



School sends review report to Local Authority  
+ includes recommendations

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## Within 4 Weeks of Meeting



Local Authority decides:

- Keep EHCP the same ✅
- Amend EHCP ✎
- Cease EHCP ❌ (*Right of appeal if ceasing*)



You must be informed in writing

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 If Changes Are Proposed



You receive draft amended EHCP



Parents have at least 15 days to:

- Comment
- Request changes
- Ask for a different school

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 Final EHCP Issued



Updated plan is finalised



New support begins

**Right of appeal, if requested school is not named or you are dissatisfied with the content, Section B and/or Section F.**