

Annual Review Timeline

At least 2 weeks before the beginning of term:

Local Authority (LA) informs school/colleges/Early Years setting of children whose reviews are due that term.

At the beginning of term:

Each setting plans Annual Review dates with families and required professionals. Reports are requested and contributions from parents are invited.

Ideally 4 weeks before meeting:

Setting supports child/young person to share their views and gathers together all reports, including parental contribution.

At least 2 weeks before meeting:

Setting sends out invitations and all reports and contributions.

HOLD ANNUAL REVIEW MEETING

Within 2 weeks of meeting:

Setting issues annual review reports to all invitees and L.A.

Within 4 weeks of meeting:

LA notify young person and child's parents/carers of decision copying in setting and relevant professionals. LA issue a right of appeal with the decision letter.