

Information Series

What is an Annual Review?

An Annual Review is a yearly review of an Education and Health Care Plan (EHCP).

The overall aim of the Annual Review is to check whether progress is being made towards the outcomes stated in Section E of the EHCP.

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**How can I prepare
for an Annual Review
Meeting?**

It will involve you, and if you choose to invite them, it can include any other professionals that support you, as well as your parent or carer.

Your school or college, or your chosen person/advocate, should help you to prepare for it.

Whoever arranges the meeting will ask you for your views in advance.
You can offer these in any way you feel is right.

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**What happens during
the Annual Review
Meeting?**

At the Meeting, you will be able to say what your goals/ambitions/desires are for the future.

You, and others may talk about your progress, and what support you need to help you to achieve your goals/ambitions/desires for the future.

This could be about where you want to study or live, how you can travel there independently, who or what can help you.

The outcomes and provision, or support, should be balanced. They should be achievable, meaningful, realistic, clear, and specific.

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**How long does
the Annual Review
process take?**

The Annual Review process should take no longer than 8 weeks. You should be given two weeks' notice of the date of the meeting.

After the meeting a report should be prepared within 2 weeks, it should record recommendations for changes to the plan including details where views differ.

The Local Authority has another 2 weeks (4 weeks from the date of the meeting) to decide whether to leave the plan unchanged, change it or cease it, and let you know what they have decided.

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**What if I don't agree with
a decision made during
the Annual Review?**

You can appeal any decision that you do not agree with at a tribunal, in particular if the local authority proposes to cease the EHC plan and you want it to continue, or the local authority is leaving the plan as it is and you want changes, or the local authority has made changes that you disagree with.

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**What if I don't agree with
a decision made during
the Annual Review?**

If you want to challenge any decision that has been made
you will need to think about mediation, by contacting:

Global Mediation

Phone Number: 0800 064 4488

Email: sen@globalmediation.co.uk

(This must be within 2 months of the date that the LA made their decision.)

Once you have a mediation certificate
you can then put in an appeal to the SEND Tribunal.

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Contact Us

If you need further advice please contact us
in any of the following ways:

Phone Number: 01225 394382

Email: sendias@bathnes.gov.uk

Via our website: sendiasbathnes.org.uk

Text message: 07530 263401