

## **Annual Review and What to Expect.....**

If your child has an EHCP, the Local Authority must review it at least once a year, this is to ensure it is up to date and that it continues to provide the support needed for your child.

The following steps must take place before or during an annual review;

1. A scheduled meeting must take place to discuss and update the EHCP
2. Information must be gathered from you and professionals about the EHCP and circulated 2 weeks before the meeting – this is usually done by the school your child is attending
3. You, the LA and any professionals must be invited to the meeting at least two weeks before the meeting
4. At the meeting consideration and discussion will take place around your child progress towards their outcomes, if the provision is correct and add any new additional needs.
5. Amendments and any reports must be sent to the LA after the meeting has taken place, this must happen within 2 weeks of the meeting taking place.
6. The LA must notify you of its decision within four weeks if they agree to the changes or not.
7. If the LA agrees to the changes they must send parents an amended plan to parents/carers
8. Parents/carers have 15 days to respond to the amendments
9. The LA then issue the final plan, this must be within 8 weeks of the amended plan being sent to parents