**What happens in an annual review of the EHCP?**

Prior to the annual review meeting

* We aim to inform you of the date of your child’s annual review meeting at the beginning of each term.
* Pupils who are moving up to a new phase of their education, (N2, Year 2, Year 6 and Year 11) will have their annual review in the Autumn term, even if it has been less than a year since their last one.
* You will be sent a ‘Family View Form’ to complete online. (A hard copy is also available from the school office. You can also download a copy from the ‘Forms’ page of our school website). This asks you to reflect on what’s going well, what could be improved and anything else you would like to consider. Please complete this and return it to school prior to the review.
* Have a look through your child’s EHCP, especially Section B which talks about the your child’s special educational needs and consider whether it needs updating. Section E outlines their outcomes, (the goals that they are aiming to achieve by the end of the Foundation Stage or a Key Stage, (Year Reception, Year 2, Year 6, Year 9 or Year 11)). If you think they have already achieved them, you may have some ideas about what you think they should be aiming for next. Our families often contribute to the Physical and Sensory outcomes for example and have lots of thoughts about what they would like their child to achieve in terms of feeding, personal care, mobility etc.
* Have a think too about what your longer-term aspirations are for your child – you will be asked this in the meeting. Perhaps one day you would like them to be able to drive their own powerchair, be able to communicate their needs and wishes to unfamiliar people in their local community or maybe take up a supported work placement.
* We aim to gather all reports, (from therapists, the pastoral teacher, specialist teachers, paediatricians, nurses, psychologists and other privately employed professionals) and send these out to anyone attending the review at least 2 weeks prior to the review. Some of these you may already have copies of, e.g. therapist reports.

At the annual review meeting

* We prefer annual reviews to be in person wherever possible although many professionals now ask to meet online. Many reviews are therefore blended.
* We encourage all children who are able to come along to some or all of their annual review. We generally find that by the time they reach Year 6, many children are able to do this.
* Annual reviews at Thomas Wolsey Ormiston Academy are led by the Head of Department and in some cases another member of the Senior Leadership team. Your child’s pastoral teacher will also be there.
* Annual reviews are child-centred. They therefore will generally start with a discussion about what’s working well and what could be improved or a review of the child’s One Page Profile, (a one-page summary of what people like about them, what’s important to and for them and how best to support them). The child will have had time before their review to look through this with their pastoral teacher.
* They may have also prepared something communicating their thoughts and feelings about these things too, a picture or poem or a box of objects relating to their favourite things.
* This discussion is can sometimes take up the majority of the review. An hour and a half are allocated for each review although Year 9, 10 and 11 reviews often take longer.
* After this discussion, the person leading the review will seek everyone’s opinion over whether the outcomes are still appropriate or whether they need to be changed. Any changes should be recorded on the paperwork at the time of the meeting. Other professionals provide guidance in their reports or in person as to what these outcomes should be. Their reports also outline the provision that they offer in terms of meeting these outcomes.
* If time, you may be asked to update Section B in the annual review. If not, please pass on any changes that you wish to make and school staff will update the paperwork accordingly.
* In Years 9, 10 and 11 a further discussion happens around Preparation for Adulthood. This is another document which outlines goals specifically around the transition to the next phase of their education. Preparations start early to give children and their families lots of time to prepare and keep you informed of the changes that happen as they move up the school. Pupils in Year 10 will start working towards qualifications and accreditation for example and are more likely to represent the school in competitions or on school councils. Pupils in Year 11 will start the College Link programme and take part in Work Experience or Experience of Work placements. Applications for college are generally submitted by January of Year 11.

After the annual review meeting

* The person leading the annual review has two weeks to complete the paperwork and submit it to the Local Authority.
* The Local Authority have four weeks to decide whether to amend the existing EHCP or whether to leave it as it is. You will receive a letter from them communicating their decision.
* If the decision has been made to amend the ECHP, the LEA should amend this draft 4 weeks after this decision has been made. When you receive the amended EHCP from the LEA you have 2 weeks to respond to the changes.
* If you do not respond, the draft, known as ‘Draft Amended 1’ will become the final EHCP. It cannot be amended until the next annual review meeting.
* You can ask for an annual review meeting to be held early. Get in touch with the school if you feel you have good reason for this to happen.

Useful school contacts for EHCPs

* Emily Webster (Co-Principal) – Leads on EHCPs and annual reviews
* Alison Day (Academy Office) – Leads on the administration of the EHCPS and annual reviews
* Lucie Wakefield (Academy Office) – supports with the administration of EHCPs and annual reviews