Annual Review Checklist

An annual review should happen every **12 months** to review the Educational Health and Care plan (EHCP). The following the steps below are what should happen during the process and who is responsible for each step.

	Action	When	Who
Before the Meeting	Invitation sent to all relevant individuals for the Annual Review meeting	At least **2 weeks** before the meeting	School will send the invites
	Gather information and advice from all individuals invited and circulated to everyone	At least **2 weeks** before the meeting	Schools will request this information
	Check the current EHCP (if you don't have a copy ask school for a copy) and **check the document** using a pen to highlight to highlight anything that is out of date or needs changing. You could also write down thigs you feel may need to be added.	Before the meeting	**Parent / Carer**
At Meeting	Check all personal details are correct and that parent or carers views are still relevant	At meeting	**Parent/ carer**
	Within **Section B** of the EHCP check that the **needs** listed are still relevant and discuss anything that may need to be added.	At meeting	All
	Within **Section I** of the meeting **placement** should be discussed to see if the current setting is still suitable or if another setting should be considered	At meeting	All
	Look at child or young person's progress towards their **outcomes**. Decide if the outcomes are still appropriate	At meeting	All
	Consider what **provision** is required to support the child or young person in preparation for adulthood and independent living	At meeting	All
After the Meeting	Written report sent to all invited setting out: - Changes to be made to plan - Recommendations made within the meeting - All information and advice provided about child or young person	Within **2 weeks** following meeting	School
	LA will decide whether to: - Maintain the plan with no changes - Amend the plan - Cease to maintain the plan	Within **4 weeks** of the meeting	Local Authority

If the process is not followed, then the parent or young person can complain **Doncaster SENDIAS Service** can advise you on this process.

Ultimately, it is the **local authority which is responsible** for the annual review.