



Arbour Vale
School

Annual Reviews

A Guide for Parents and Carers

Introduction

After an Education, Health and Care Plan (EHCP) has been issued by the Local Authority (LA), the content of the plan and the progress of your child must be reviewed annually through an Annual Review meeting.

Children under five will have a review of their EHCP every six months through a six monthly review meeting. Sometimes more frequent reviews may be appropriate.

The School Office will let you know in good time when the review for your child will take place. You will be invited to attend and will have the opportunity to give your own views.

Parents/carers who have a child with an EHCP must attend an Annual Review to ensure that the EHCP reflects their child's needs. This is a legal requirement. If you wish, you can bring a friend, relative, adviser or an Independent Parental Supporter along to the meeting.

What is the purpose of an Annual Review?

The purpose of the Annual Review is to bring together different people's views about your child's progress, to look at any changes in his or her educational, health or care needs in the past year, and to plan for their future. It will also look at the special support your child is getting, and to make sure it is still appropriate. It may recommend that the LA make changes to your child's EHCP, or say that the EHCP is no longer needed.

How does the Annual Review process start?

Approximately two months before the Annual Review, the class teacher will complete relevant sections of the Annual Review paperwork for your child. All professionals are told of the dates for the Annual Reviews and are asked to write their report and have them sent out to parents before the Annual Review takes place.

The School Office will send you a letter confirming the date of your child's Annual Review prior to the meeting. Please confirm your attendance via the reply slip attached to the letter. If the review is confirmed and parents do not attend, the review will go ahead without parental attendance and a copy of the final review paperwork will be sent to parents after the meeting has taken place.

Who contributes to the Annual Review?

The School Office will invite the following people to contribute to the review and to attend the meeting:

- Parents and carers;
- The class teacher;
- The chair of the meeting (either the Head of Department for your child, another member of the Senior Leadership Team or the Head Teacher);
- A representative from the LA (The LA will only attend if there are concerns, if your child is due to change school, or if changes to the EHCP are needed).

Relevant professionals will also be invited to attend the review and, where necessary, contribute a report for the review:

- Physio / OT;
- Speech and Language;
- Social Services ;
- Educational Psychologist;
- Sensory Consortium;
- Breakaway;

- Bridge House;
- Nursing/Medical professionals

When your child reaches year 9 transitional information is more important. Further information about transitional reviews is given later in this document.

What happens before the review meeting?

A letter will be sent to you with date and time for your child's review along with a copy of the Annual Review paperwork (written by the class teacher) and a parent comment form. Please complete your parent view form and return to the School Office as soon as possible, in readiness for the review meeting.

Please confirm your attendance via the reply slip attached to the Annual Review confirmation letter. If you are unable to make the date please let the School Office know as soon as possible. If the review is confirmed and parents do not attend, the review will go ahead without parental attendance and a copy of the final review paperwork will be sent to parents after the meeting has taken place.

How do parents/carers take part in the review?

Your views are very important; you will have the opportunity to give these in writing before the Annual Review meeting by completing the parent comment forms that are sent to you along with your child's review paperwork. The meeting is also an opportunity for you to discuss with the class teacher and relevant professionals any issues, concerns or worries that you may have relating to your child, along with praise and feedback on things you feel your child has achieved or is achieving well.

How can your child take part in the Annual Review?

It is important that your child gives his or her own views of their progress over the past year, discuss what they feel they are achieving well and any difficulties they may be having, and talk about their expectations for the future. These views should be included in the review documentation. Where applicable your child will create a PowerPoint in class and present this to you and the other attendees at the review. Your child will also complete a Pupil Comment Form in class which will be submitted with their review paperwork.

Your child should be encouraged to attend at least part of the Annual Review meeting. If this is not possible or appropriate, there may be other ways in which his or her views can be given – perhaps through yourselves, a teacher, or another adult that your child trusts and can talk to.

What happens in the Annual Review?

The Annual Review meeting will be as informal as possible and will be held in school. There will be a discussion of the written reports received about your child. You will be able to ask any questions that you may have regarding the reports.

Everyone will have a chance to give their views and the chair will ensure that all matters of importance are covered during the meeting. Some of the areas that will need to be discussed are:

- The views that you, the school, and your child have about his or her progress over the past year, and the expectations for their future;
- Your child's progress towards their outcomes as set out in their EHCP,
- Any significant changes in your child's educational, health, or care needs;

- Any changes that need to be made to the help or provision that your child, or you as a family, receive;
- The new educational, health and care targets that will be set for the coming year in relation to your child's outcomes;
- Your views about your child's future personal, educational, health and care needs.

What recommendations can the review meeting make?

The Annual Review meeting may recommend that the EHCP be changed if:

- Your child's education, health or care needs have changed significantly;
- Your child requires different help or support from that already being given;
- There is a request for a change of provision.

The review meeting can also recommend that your child no longer needs an EHCP. It is important to remember that no decisions can be made at the review. The LA does this afterwards when it considers the recommendations that have been made by those attending the review.

What happens next?

During the Annual Review meeting, the chair of the review will complete sections of your child's Annual Review paperwork that will summarise what was discussed, the recommendations made, and the new educational, health and care targets that will be set for your child for the coming year.

Copies of this documentation will be sent to you and to the LA. The school may also send copies of the review documentation to other professionals involved or professionals who may need to become involved in the future.

What if you disagree with the Annual Review recommendations?

Everyone taking part in the review will say what they feel is right for your child. People may have different opinions, but they will want to take your views into account as far as possible – so be sure to make them clear. The member of staff chairing the Annual Review meeting will make sure that your views are included in the review document.

The review meeting may make a recommendation with which you disagree. If you feel strongly about this, you should write or speak to your SEN Officer as soon as possible, saying what you disagree with and why.

When the LA decides on the recommendations made at the review, it will take into account the views you have expressed. If the LA decides to change your child's EHCP in a way that you object to, you can contact your local Special Educational Needs and Disability Advice and Support Service who can give parent/carers details of local and regional conciliation/mediation services available to help resolve any difficulties. They can also offer help by making constructive suggestions on how to move things forward. Contact details for these services can be found on pages 7, 8 and 9 of this guide.

Changes to the EHCP

If the LA feels it is necessary to change your child's EHCP, they will write to you saying what the changes will be, and why. This is called an Amendment Notice. You will have fifteen days of receiving the Amendment Notice to let the local authority know your views, which will be taken into consideration before deciding whether to change the EHCP.

If the LA decides to go ahead with changing the EHCP, they must do this within eight weeks of the Amendment Notice. You will be sent a copy of the amended EHCP, together with the reasons for the change being made.

If you disagree with any of the content of the EHCP, you should contact your SEN Officer or your local Special Educational Needs and Disability Advice and Support Service.

Ceasing to maintain the EHCP

If the LA thinks that your child no longer needs an EHCP, they will issue a 'Cease to maintain notice' in writing to inform you that they wish to cease the EHCP and the reasons as to why. If you disagree with the LA, you can contact your local Special Educational Needs and Disability Advice and Support Service.

Change of School

Due to your child's needs, the LA may consider changing your child's school. You have the right to say which school you would like your child to go to. The LA must agree with your wishes as long as:

- the school you want is suitable for your child;
- your child's attendance at that school will be compatible with the efficient education of other children already there.

If the LA decides to change your child's school, it must alter the EHCP to name the new school and let you know within eight weeks. If you are not in agreement with the LA in respect to this you can contact your local Special Educational Needs and Disability Advice and Support Service.

Further Statutory Assessments

If your child's needs have changed considerably, a further assessment may be required. The LA will write to let you know about this. If you feel that your child's needs should be reassessed, you can ask the head teacher about this before contacting the LA. If your child had not been reassessed in the previous six months, the LA must consider your request. The school can request a reassessment if teaching staff feel it would be appropriate.

Annual Reviews in Year 9 onwards

The Annual Review in Year 9 is when we begin planning for his or her education after the age of 16, and adult life. Because of this, the review will include information from those people and organisations that are likely to be involved once your child leaves school.

How is the Year 9 review different from other Annual Reviews?

This review will be carried out in much the same way as the other reviews, described earlier in this guide. The main difference is that there will be a greater focus on your child's needs for the future.

The Annual Review will begin to look at the kind of help your child may need during the move from full time education to adult life. A transition plan will be started so that we have a plan of where the young person is moving on to, this may be our Post-16 provision, College, employment or apprenticeships. The earlier the transition plan is started the more successful it is likely to be, it will be reviewed regularly and updated as needed. It will take into account information from previous Annual Reviews and the targets that were set. It brings together information from various people, in order to make a clear plan for the future. It states which people and organisations will be involved and what they will be expected to do to make the plan work.

Like other review meetings described earlier in this guide, the review meeting can make recommendations to the LA. It can recommend that your child's EHCP should be changed, or that it is no longer needed. You have the same rights of appeal against the LA's decisions as in the situations described previously.

Where can I get more information?

If you want to discuss any part of the Annual Review process, or need more information about it, you can talk to an SEN Officer at the Special Educational Needs Service in your LA or your child's head teacher at the school. You can also contact your local Special Educational Needs and Disability Advice and Support Service who can offer help by making constructive suggestions on how to move things forward. They can give parents/carers details of local and regional conciliation/mediation services available to help resolve any difficulties.

Please find listed below the contact details for SEN Officers and Special Educational Needs and Disability Advice and Support Services at Slough Borough Council, the Royal Borough of Windsor and Maidenhead (RBWM), Buckinghamshire County Council, Oxfordshire County Council and Bracknell Forest Council:

SLOUGH:

- Slough Borough Council SEN Team: 01753 787676 or you can visit www.slough.gov.uk for more information.
- Slough Special Educational Needs & Disability (SEND) Advice & Support Service: 01753 787693 or email sendass@slough.gov.uk.
- Both the Slough SEN Team and the Slough SEND Advice and Support Service are based at the following address:
St. Martin's Place
51 Bath Road
Slough
Berkshire
SL1 3UF
(Open Monday to Friday 9am-5pm)

RBWM:

- RBWM Children and Young People Disability Service: 01628 685878, or email CYPDS@achievingforchildren.org.uk or visit RBWM website at www.rbwm.gov.uk
Address: Children and Young People Disability Service
Town Hall
St Ives Road
Maidenhead
Berkshire
SL6 1RF
- Windsor and Maidenhead Special Educational Needs and Disability Information, Advice and Support Service (SEND IAS; formerly Parent Partnership Service): 01628 683182 or visit their website www.ias-rbwm.co.uk for more information.
Address: IAS Service
Riverside Children's Centre
West Dean
Maidenhead
Berkshire
SL6 7JB
(Open Monday to Friday 9am-5pm, term-time only)

BUCKINGHAMSHIRE:

- Buckinghamshire SEN Team: 01296 382269 (Monday to Thursday 9am-5.30pm and Friday 9am-5pm) or you can visit the Buckinghamshire County Council website at www.buckscc.gov.uk to obtain further information.

Address: Buckinghamshire County Council
County Hall
Walton Street
Aylesbury
Buckinghamshire
HP20 1UZ

- Bucks Special Educational Needs and Disability Information, Advice and Support Service (SEND IAS; formerly Bucks Parent Partnership): 01296 383754 or email sendias@buckscc.gov.uk.

Address: Buckinghamshire SEND IAS
The Teaching & Learning Centre
Ellen Road
Aylesbury
Bucks
HP21 8EF

OXFORD:

- North Oxfordshire SEN Team:
 - Tel: 01865 816681
 - Address: Samuelson House
Tramway Road
Banbury
OX16 5AU

- Central Oxfordshire:
 - Tel: 01865 815275
 - Address: Knights Court
21 Between Towns Road
Cowley
Oxford
OX4 3LX

- South Oxfordshire:
 - Tel: 01865 815354
 - Address: Abbey House
Abbey Close
Abingdon
OX14 3JD

- Or you can visit the Oxfordshire County Council website at www.oxfordshire.gov.uk to obtain further information. They are based at the following address:

County Hall
New Road
Oxford
OX1 1ND

- You can also contact the Oxfordshire Special Educational Needs and Disability Information, Advice and Support Service (SEND IAS; formerly Parent Partnership) by calling 01865 810516 (term-time only).

Address: SENDIASS Oxfordshire
Freepost SCE11489
Oxford
OX1 1ZS

BRACKNELL:

- Bracknell SEN Team: 01344 424642 or you can visit the Bracknell Forest Council website at www.bracknell-forest.gov.uk to obtain further information.

Address: Bracknell Forest Council
Time Square
Market Street
Bracknell
Berkshire
RG12 1JD

- Bracknell Forest Information, Advice and Support Service (formerly Parent Partnership): 01344 354011 or email SEND.Support@bracknell-forest.gov.uk.

Address: Bracknell Forest Council
Time Square
Market Street
Bracknell
Berkshire
RG12 1JD

Special Educational Needs and Disability Tribunal

If, following an Annual Review, you are not in agreement with the LA, you have the right of appeal to the Special Educational Needs and Disability Tribunal. Parents and young people must engage with mediation and obtain a Certificate before lodging an appeal to the Tribunal. Any attempt to reach agreement would not prejudice their rights of an appeal to the Tribunal. However, parents and young people do not have to contact the mediation adviser prior to registering their appeal with the Tribunal if their appeal is solely about the name of the school, college or other institution named on the plan, the type of school, college or other institution specified in the plan or the fact that no school or other institution is named.

If unable to come to an agreement, and the parents wished to appeal to SEND, it is important to remember that they should send their notice of appeal to the Tribunal within 2 months of receiving the final EHC Plan/Statement or within one month of receiving the mediation certificate.

The contact details for the Special Educational Needs and Disability Tribunal are:

Telephone: 01325 289 350

Fax: 0870 739 4017

Email: sendistqueries@hmcts.gsi.gov.uk

Address: First-tier Tribunal (Special Educational Needs and Disability)
1st Floor, Darlington Magistrates Court
Parkgate
Darlington
DL1 1RU