



What is an SEN Review of an Educational Health Care Plan?

The Local Authority must review your child's Educational Health Care plan (EHCP), every 12 months (if your child is under five years old, reviews will be six monthly). The purpose of the review is:

- to bring together the views of everyone who helps your child
- to review how well the aims set in the statement are being achieved
- to set new targets for the next year.

The SEN review is in four parts:

- collecting information
- holding an SEN Review meeting
- the headteacher's report of the review meeting to the Local Authority
- the Local Authority's review of the EHCP.

We will begin our Annual Review process by working with yourself to allocate an appropriate meeting date and time. Before the meeting we will ask for written reports from you (see appendix 1), your child's teacher and any other professionals who know and work with your child. You will be sent a copy of all the views that have been received before the meeting.

The SEN review meeting will be held at school, and you are welcome to bring along a friend, adviser, relative or independent parental supporter if you wish. Your child's teacher will attend along with representatives from relevant health services or a representative from Children's Social Care Services if they think they can provide helpful information and advice.

After listening to everyone's views at the review meeting, we will set new targets. The SENDCo will send a report to the Local Authority recommending any changes that the people at the meeting (including you and your child) felt should be made to the EHCP. The school will send you a copy of the report (within 10 working days of the meeting).

Changes might be made to the EHCP if:

- your child's needs have changed significantly
- the Local Authority decides that different kinds of additional help are necessary
- your child moves to a different school.

This is called an 'amended / draft EHCP'. You have the same rights as when the EHCP was first made for resolving disagreements with the Local Authority and the right to appeal. SEN reviews will not always lead to changes in your child's EHCP.

The Agenda for an SEN Review Meeting

- Introductions
- Purpose of our meeting
- Check current details
- Check description of needs is relevant (amend as appropriate)
- Discuss current provision, including levels of attainment, and progress with regards to EHCP objectives and pupil IPM (Individual Provision Map) targets
- Discuss pupil and parent views
- Sum up the meeting, setting targets for the next year and key action

Appendix A

Parent/Carer's contribution to SEN review meeting

My child's name	
Educational setting	
Date of meeting	

Please confirm that you are the person/s with legal parental responsibility by ticking the box

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If you'd prefer to email your contribution or use a different format please do so

What things are great about

What is important to

What you need to know to help support.....

A large, empty rectangular box with a black border, intended for handwritten notes.

What is working well?

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What is not working so well?

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Any other comments you wish to make, things you wish to make people aware of or discuss within the meeting

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Name		Date
Signature		
Relationship to child		

Name		Date
Signature		
Relationship to child		

Please return this form to your child's educational setting