



# Parent Carer Guide to Annual Reviews of Education Health & Care Plans



South Tyneside Council

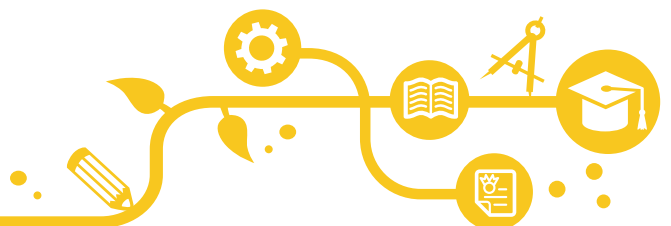
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# Introduction

South Tyneside council are required to review Education Health & Care Plans annually. This is usually referred to as the Annual Review.

Where the child is aged between 0-5 years, plans should be reviewed at least every 6 months.

From Year 9, the Annual Reviews must make consideration of the four areas of Preparing for Adulthood:

- Education/Training/Employment
- Independent Living
- Friends, Relationships & Community
- Good Health.

The Annual Review must be completed within a year of when the EHCP was first issued or from the last reviews.

South Tyneside Council is responsible for the Review process; however, it is usual practice for some steps to be delegated to the school, setting or education provider.

This guide will provide you with information about the Annual Review Process, what should be discussed at the meeting and how you can provide your views.

Providing your views as a parent/carer is essential to the Annual Review process. It is vital to make sure that the right support for your child/young person is put in place. Please provide as much information about your child/young person.

You can find out more about the Annual review on South Tyneside's SEND Local Offer.

[www.southtyneside.gov.uk/sendlocaloffer](http://www.southtyneside.gov.uk/sendlocaloffer)

You can get independent advice and support from South Tyneside SENDIASS. They can fill in the forms with you, help you understand the questions and how to answer them as well as provide more information about the Annual Review process.

## contact

📞 | 0191 424 6345

✉ | [sendiass@southtyneside.gov.uk](mailto:sendiass@southtyneside.gov.uk)

🔍 | [www.southtynesidesendiass.co.uk](http://www.southtynesidesendiass.co.uk)



*This guidance is written in accordance with Section 44 of the Children and Families Act 2014 and Regulations 2, 18, 19, 20, and 21 of the SEND Regulations 2014 and should be viewed alongside the Annual Review Parent Carer View Form.*

# The Education Health Care Plan Annual Review Process

## Step 1

The host (usually the school/education setting) will write to all professionals involved with your child/young person  
They must write to the parents/carers and the child or young person inviting them to contribute their views, wishes and feelings. This should include their view of current arrangements and if they feel any changes should be made to the EHCP  
All reports should be sent to the host **within 2 weeks** of the request being made

## Step 2

The host will send out invitations to all those required to attend **at least 2 weeks** before the date of the meeting  
They will usually invite the same people that have been contacted to ask for advice. There are others invited though if they feel that their assistance or contribution may be required  
They **must** circulate copies of **all the reports** that they have received with the invitation

## Step 3

The Annual Review meeting should be held in the style of a Person Centred Planning Meeting and it must:

- Fully involve the child/young person and their parents/carers
- Consider their views, wishes and feelings
- Ask them to help make decisions

## Step 4

After the meeting, a report will be produced that includes any recommendations and amendments to be made to the EHCP  
Any differences of opinion, should be presented as well, not just the general consensus  
This must be sent to everyone who was invited and South Tyneside Council within 2 weeks of the meeting taking place

## Step 5

When they receive the report Council must decide which one of the following options applies:



No changes are required to the EHCP



The EHCP needs to be amended



The EHCP should be ceased

The council must inform the young person or parents/carers of this decision within 4 weeks of the Annual Review meeting and no later than the anniversary of the first EHCP or last review meeting

# Sharing Your Views

You can use the EHCP Annual Review Parent Carer Views form to provide your wishes, views and feelings. The information below tells you why you are being asked these questions and gives you some tools and points to think about when completing it.

You do not have to use this form to provide your views, but it is very important that you submit them so that we can use these to decide the outcome of the Annual Review.

If you would like an electronic version of the Annual Review Form you can contact the SEND Team using the details below:

Tel: 0191 424 7410

Email: [sen@southtyneside.gov.uk](mailto:sen@southtyneside.gov.uk)

## Section 1: Outcomes

Do you feel your child is making progress towards their outcomes? The provision that is in place in your child's EHCP should be helping them to make progress towards short term and long term targets (outcomes). Understanding the progress that your child is making towards these lets us know how effective the provision is.

Look at your child's current EHCP. In Section E there will be a list of outcomes that your child is working towards. Think about the progress that they have made towards these, is it what you would have expected them to make?

What's Working Well, What Could Be Better? This will help us to build on the things that are working well for your child and explore if changes need to be made.

To help you complete this section you can use some of the tools that follow.



# Tool: Good Day/Bad Day

This about a typical day in your child's life and what they need to happen, have and be with to make it a good day. Think about a bad day, what happened? Were they missing something/someone?

Good day?



Bad day?



What will it take you to have more good days and less bad days?

## TIPS

- Where appropriate ask your child questions that will help you fill this section out.
- Ask questions like, What the best day ever be like? What would we be doing? Who would be there?
- Think about a day that wasn't so good, what do you/your child feel made it worse than any other day?



# Tool: 4 + 1 Questions

When you are thinking about the support that they receive and whether it helps, you can use the 4+1 Questions tool below. Answer the questions in the first 4 boxes, you can do this with your child and/or their education setting. This will then help you answer the final question – What do we need to do next?

## 4 + 1 Question

What have we tried?

What have we learned?

What are we pleased about?

What are we concerned about?

What do we need to do next?



Requesting changes to the EHCP. If you feel that changes do need to be made to the EHCP, you can provide comments here about what you would like changed and why.

It's important to remember that EHCPs are not expected to require frequent changes and updates. When they do need amending there should be supporting evidence to inform any changes. You should refer to any evidence that you have, to demonstrate why changes may need to be made.

## Section 2: Moving Forward

Thinking about your child's future what would you like them to achieve? Understanding what you want for your child in the future will help identify the support that they need to prepare for it.

It may be easier to think about what you would like them to achieve in the next year or two years if they are younger.

Try not to limit what you want for them based on what you think they will be able to achieve, be ambitious but try to be realistic as well.

The example below provides you with some ideas of what you might think about for each of the categories

### EXAMPLE

Education/Training/ Employment	✓ For Nathan to read and follow a series of simple instructions
Home & Independence	✓ For Nathan to pay for something in a shop
Health & Wellbeing	✓ For Nathan to be able to feel less anxious
Friends, Relationships & Community	✓ For Nathan to have friends outside of school



**Additional information:** You can provide details here of anything that you feel is impacting on your child's progress/development.

Once you have completed the form look through what you've written and check:

That there is enough detail

- Does what you've written provide a picture of your child?
- Does it explain what, if any changes you feel should be made and why?

When you send in the application ensure that you have:

- Signed the document
- Provided copies of any reports that have been written about your child



# The Annual Review Meeting

The Annual Review Meeting should be held in the style of a Person Centred Planning Meeting. The aim is to put the child/young person at the centre of the planning and decisions that affect them. Your child should be a part of this meeting from the earliest stages so that they can be involved in the plans that are being made for them.

## In the meeting, you should cover the following seven points

- 1** Focus on progress made towards achieving outcomes
- 2** Discuss the ambitions and aspirations of the child/young person and their parents/carers, if they have changed, consider how this impacts outcomes
- 3** Discuss and determine whether current outcomes remain appropriate and agree new ones if required
- 4** Review short-term targets and set new ones
- 5** Review the special educational provision, and the arrangements for delivering it to ensure it is still appropriate and enabling good progress
- 6** Review any health and social care provision and check its effectiveness towards achieving the outcomes
- 7** Discuss with the young person or their parent/carer the opportunity for a personal budget and whether they would like one

## IMPORTANT THINGS TO REMEMBER ABOUT THE ANNUAL REVIEW

### MEETING




- ✓ If you would like to have a representative with you at the meeting to support, you with these discussions you should let the host know when you respond to the invitation.
- ✓ All sections of the EHCP must be checked, not just educational targets and provision
- ✓ The format of the meeting may differ but should always cover the principles of a person centred planning meeting
- ✓ The meeting may need to take place earlier due to transitions between the phases of education

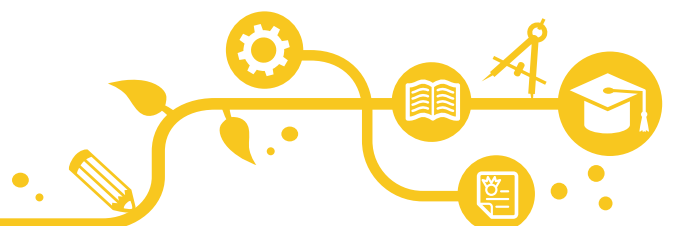
## After the meeting

The Council must write to the parents/carers and the young person within 4 weeks of the Annual Review meeting. They must also tell you about:



Each of the potential outcomes has different procedures to follow:

 <p>No changes are required to the EHCP</p>	<p>The EHCP will continue to be in place</p> <p>There are no changes or amendments made a final plan will be issued as soon as possible</p>
 <p>The EHCP should be ceased</p>	<p>The EHCP must be maintained until the two month period for appeal to be lodged at the Tribunal has passed</p> <p>If an appeal is made to the Tribunal, then the EHCP must continue to be maintained until the hearing has taken place and a decision been made</p>
 <p>The EHCP needs to be amended</p>	<p>The council should make the changes to the EHCP as soon as possible. They must:</p> <ul style="list-style-type: none"> <li>✓ Send a copy of the EHCP with clear notification of the proposed changes</li> <li>✓ Include all the supporting evidence for these changes</li> <li>✓ Give the young person and parent/carers at least 15 days to respond with their views and their school/education setting preference</li> <li>✓ Offer to meet with you to discuss the changes</li> </ul> <p>The Council will issue a final plan, with or without amendments</p>



# Notes

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# Notes

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South Tyneside SEND Local Offer has a range of information about local services, support and activities available to children and young people aged 0-25 years with SEND and their families

## **contact**

 | 0191 424 7778

 | [sendlocaloffer@southtyneside.gov.uk](mailto:sendlocaloffer@southtyneside.gov.uk)

 | [www.southtyneside.gov.uk/SENDLocalOffer](http://www.southtyneside.gov.uk/SENDLocalOffer)