

# Woodfield School



## Annual Review



## What is an Annual Review?

The Annual Review is a legal meeting to formally review each pupil's progress, needs and provision and directly recommend changes to the Educational Health and Care Plan/Statement.

All our students hold a (EHC Plan/Statement). The Annual Review that takes place each year is to review progress and provision and decide whether the outcome targets needs to be changed.

As a secondary aim, the Annual Review is an important opportunity for the School and Parent/carer to discuss changes and voice concern. The meeting will shape outcomes, perspectives on the child, support provided and any social care provision, now or in the future.

## The Annual Review Process

A date is set at the beginning of the school year for the Annual Reviews to be held.

The reviews are held as follows:

Year Groups	Terms	Provisional Dates for 2017
Year 11, 14	Autumn Term	Yr 14 6 <sup>th</sup> -10 <sup>th</sup> Nov
		Yr 11 20 <sup>th</sup> -24 <sup>th</sup> Nov
Year 9, 10, 13	Spring Term	Yr 10 8 <sup>th</sup> -12 <sup>th</sup> Jan
		Yr 9 22 <sup>nd</sup> - 31 <sup>st</sup> Jan
		Yr 13 20 <sup>th</sup> Feb- 2 <sup>nd</sup> March
Year 7, 8, 12	Summer Term	Yr 12 1 <sup>st</sup> – 11 <sup>th</sup> May
		Yr 8 23 <sup>rd</sup> April– 15 <sup>th</sup> May
		Yr 7 21 <sup>st</sup> May – 8 <sup>th</sup> June

Reviews should:

- Focus on and monitor progress towards outcomes and longer term aspirations
- Review if outcomes and supporting steps remain appropriate new targets
- Gather information about strength and needs across education, health and care (as relevant)
- Assess effectiveness of provision
- Discuss the child/young person's progress to identify if the needs and support is appropriate.

## Informing parents and other professionals

Two weeks before the set date for the Annual Review, a letter with relevant reports are sent out to invite parents and any professionals involved with the pupil to the meeting.

During this time we ask for you to take the opportunity to read up on your child's reports and put together any views or aspiration for your child. A parental form completed by you will be submitted with the Annual Review paperwork.

Attendees to be invited to the Annual Review meeting: -

- The child/young person (not mandatory)
- Parents/ carers
- If the child is looked after by the local authority, the child's social worker should be invited
- Form Tutor
- SENCO
- A representative from the Local Authority (SEND coordinator)
- Any other person who the child/young person, the parent, educational setting or the Local Authority consider appropriate

*\*It is not mandatory for the LA/ other professionals to attend Annual Review meetings.*

## What information is collated?

The following information is collated for the review:

- The latest end of year school report
- The latest Professional Learning Plan
- Recent Assessment Summary
- Record of attendance
- Speech and language assessment if the pupil has complex language difficulties
- Speech and language report if the pupil receives (SLT)
- Report from Educational Support Services, if the child has impaired hearing or vision
- Educational Psychologist report if needed
- Physiotherapy report if needed
- Occupational therapy if needed
- Drama therapy report if needed
- CAMHS report if needed
- Medical reports
- Other relevant reports or information

## Attendance at the review

Parents, carers and all professionals who are currently involved with the pupil receive an invitation to attend the review. If professionals cannot attend they will be asked to submit the written report in advance of the review. Professionals involved may include:

- Drama therapist
- Counsellor
- Physiotherapist
- Occupational Therapist
- Speech and Language therapist
- Social worker
- Psychiatrist
- Educational psychologist
- Health visitor or other health practitioner
- Careers advisor (at years 9, 10 & 11 reviews)

If the parents cannot attend the review on the date or time offered every attempt will be made to agree a mutually convenient time and date. If parents are unable to attend then issues that need to be raised will be discussed on the telephone. **Every effort will be made to enable parents to attend the Annual Review.**

## Co-ordination of the reviews

The SENCO coordinates the review process; Form Tutors or SENCO will conduct the meeting.

- Parents will be sent a copy of the review document.
- The review papers are sent to the Local Authority, once parents are happy with the outcomes of their child's review.
- The decision to amend the EHC plan is made by the Local Authority although the school will make recommendations based on the evidence gathered in school.
- The Local Authority has received the review papers and if the EHC Plan should remain unchanged, the school and the parents/carers will be informed
- If changes are made to the EHC plan the Local Authority will amend the EHC Plan and provide a draft copy to the school and parents/carers.

## What happens next for parents/child?

Your Local Authority will be in touch to inform you with an update of your child's EHC plan within 4 weeks from the Annual Review meeting, although sometimes it may take longer. A copy of the EHC Plan will be sent to you directly via post.

If in the mean time you have any concerns to share with us we can assist you at the earliest opportunity with advice or guidance from our Parent Liaison. You are also welcome to contact your Local Authority - SENAS to discuss any concerns.

## Transferring from a Statement to an EHCP Plan

If your child still remains on a statement or is in the process of transferring onto an EHC Plan, you have 15 days to comment or request any amendments to the EHC Plan from the time you receive the draft document.

The process should not take more than 20 weeks for the draft/final EHCP to be issued. .

Once everything has been agreed, the local authority will send you the final EHC plan. You should receive a further maximum of 15 days to comment or request any additional amendments to the document. If you are happy with the changes to the EHC Plan, it will remain as the final document.

## How the Annual Review affects the EHC Plan?

The Annual Review is required to check all sections of the EHC Plan not just the educational targets and provisions. It can provide an opportunity for parents and young people to request changes and updates. Proposed plans may go through various versions and drafts but it is the final form of the EHC plan which must be maintained.

EHCPs are subject to yearly reviews to make sure they're up to date with your child's needs, it is vital you attend the meetings. EHC Plans are not expected to require frequent changes and update. When they do need amending, rather than requiring a full re-assessment, there should be supporting evidence to inform any changes.

The final EHC plan is a legal document for your child up until the age of 25 should they still be in education. It is important you attend the reviews annually and share your views and aspirations so that these can be included and updated in the EHC plan, to which you can refer to when attempting to get his or her needs met.

# Who to contact

## Deputy Head / School SENCO:

*Pam Ash*

## Assistant Head/ Sixth Form:

*Paul Talbot*

## SEN Administrator:

*Chetna Khetani*

## Parent Liaison Officer:

*Patsy Hudson*

Email your queries to **[sen@woodfieldschool.co.uk](mailto:sen@woodfieldschool.co.uk)**

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For further information on Annual Reviews or EHC Plans please visit our website **or**  
**visit your Local Authority website.**

**Executive Head:** *Kay Charles*

**Head Teacher:**

*Nick Cooper*

**Deputy Head Teacher:**

*Pam Ash*



**Assistant Head Teachers:**

*Paul Talbot*

*January O'Donnell*

*Joan Moore*

*Dave Phillips*

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