



# Annual Review

In accordance with legislation and the SEN Code of Practice, this school takes very seriously its statutory obligation to annually review each pupil's statement of special educational need or EHC plan.

The following procedure is followed to fulfill this requirement :

1. Letter ARI, together with a list of the planned Annual Reviews is sent to all professionals in the early Spring Term in preparation for the review meetings due to take place during the first week of the following July. This list is then completed and returned to school notifying which reviews they will be attending, whether they intend to submit a written report and to indicate if any of the following circumstances apply:
  - A change of placement is being considered.
  - Parents have indicated dissatisfaction with present provision, progress or support.
  - There is concern about any aspect of the pupil's progress, placement or support.
  - There are changes in the pupil's circumstances likely to require significant amendments to the Statement.
  - Any other (to be specified).
2. Letter AR2 is sent to parents 6 weeks before the review meeting. This informs parents of their child's forthcoming review and invites them to offer any written comments about their child's progress at school. Parents are also given an opportunity to let the school know if they wish to invite anyone else. Because Annual Review meetings have an important educational function, we discourage them taking the form of a multi-disciplinary case conferences. Discussions and decisions of that nature should be made through other more appropriate forums.
3. Each child's written school report is sent out 2 weeks before the review meeting. This acts as a reminder of the forthcoming meeting.

## Our Annual Review Reports are:

- Comprehensive and written by the class teacher. Reports cover every curriculum area and describe progress over the past year, the current position and detail future educational targets which form the child's Individual Educational Plan (IEP) for the following academic year. The reports also contain the pupil's individual attendance record and, if appropriate, the outcome of any statutory National Curriculum Tests.
  - They are the property of the pupil's parents/carers and are only made available to external agencies (other than those contributing to the report) with the permission of the parents.
4. At the Annual Review meeting, an action plan for the forthcoming academic year is drawn up and, where appropriate, any modifications to National Curriculum arrangements (including testing) can be discussed and decided upon. Decisions are recorded using the Record of Annual Review form, based on the Oxfordshire County Council Annual Review Form, and this is then circulated to all concerned after the review meeting.

**Reviewed by:** Simon Knight

**Date:** September 2014

**Approved by Governors:**

**Date:** 7th October 2014