



Annual Reviews

In accordance with legislation and the SEN Code of Practice, this school takes very seriously its statutory obligation to annually review each pupil's Education Health and Care Plan.

The following procedure is followed to fulfil 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 following summer in late June/early July. Responses are returned to school, notifying which reviews the professionals plan to attend, 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 EHCP.
 - 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.
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, the range of perspectives, including those of the pupil and parents/carers, are shared and any amendments to the EHCP are agreed, along with the targets for the forthcoming year. Decisions are recorded using the Record of Annual Review Meeting form, an Oxfordshire County Council Form, and this is then circulated to all concerned after the review meeting along with the perspectives forms.

Reviewed by: Heidi Dennison

Date: December 2017

Approved by Governors:

Date: 8th February 2018