



# 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.

## PROCEDURES

1. A letter detailing all deadlines, together with a spreadsheet 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 and whether they intend to submit a written report.
2. A letter is sent to parents 8 weeks before the first review meeting. This informs parents of their child's forthcoming review and invites them to offer any written comments about their child's progress. Parents are also given an opportunity to let the school know if they wish to invite anyone else.
3. All professionals' reports are collated 3 weeks before the first review meeting. The school cannot guarantee to process and circulate any reports received after the published deadline. If the deadline is missed, a professional may be asked to circulate the report themselves, including forwarding it to the Local Authority SEN Officer.
4. Each child's set of reports are sent out 2 weeks before the review meeting. This acts as a reminder of the forthcoming meeting.

### **Our school 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.
5. 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 (short steps) for the forthcoming year. Decisions are recorded using the Record of Annual Review Meeting form, an adapted Oxfordshire County Council Form, and this is then circulated to all concerned after the review meeting, along with all reports and contributions.

**Reviewed by:** Heidi Dennison

**Date:** February 2019

**Approved by Governors:** 

**Date:** 25 February 2019