



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 the dates and times 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. Parent/carer comment forms are sent out with the invitation to the Spring Termly Review evening with the aim that parents/carers can discuss their perspectives with the child's class teacher as part of the Termly Review meeting and the class teacher can then incorporate the shared views into the target setting process.
3. A letter is sent to parents 8 weeks before the first review meeting. This informs parents of their child's forthcoming review and gives them an opportunity to let the school know if they wish to invite anyone else.
4. 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.
5. 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 the four areas of the SEND Code of Practice, where relevant, describe progress over the past year in relation to the annual targets; celebrate key sessions in which the child especially achieved or engaged, or particularly enjoyed; and outline the educational targets for the following academic year. The reports also contain a summary of the pupil's attendance and, if appropriate, would include 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.
6. 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: March 2021

Approved by Governors: 

Date: March 2021