

Annual Reviews of children and young people's Education, Health and Care (EHC) Plans

Information for parents, carers and young people

Coproduced by:



WARRINGTON
Borough Council

About the Annual Review Process

If your child has an Education, Health and Care (EHC) Plan, it will be reviewed once a year to make sure that the contents are still suitable and that the provision continues to meet their needs.

The Annual Review is an opportunity to look closely at the EHC Plan alongside the professionals working with your child and propose any changes that might need to be made to their Plan, for example with the support that is provided or with the outcomes your child is working towards.

If there is concern about your child's progress, their needs have changed or they are at risk of being permanently excluded from school, then the annual review may be brought forward. This is called an Early Annual Review.

If your child is in Reception, they will have two Annual Reviews during the year.

Who will attend?

Usually, parents or carers and professionals who are involved with your child will attend the Annual Review Meeting. Examples might include the class teacher, therapists, health professionals, or your social worker.

Your child will also be invited to attend the meeting.

The Annual Review Meeting will be led by the EHC Caseworker.

Some decisions could be made at the meeting, others may be decided afterwards by Warrington Borough Council.



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Before the Annual Review Meeting Checklist

- Did you get an invite to the Annual Review with the date and time of the meeting?
- Did you have a phone call with your EHC Caseworker?
- Remember to tell them the names of anyone you would like to be invited to the meeting.
- Sometimes professionals may submit a report if they cannot attend in person.
- Has the paperwork for the meeting been sent by the school?
- Is there someone you can bring to support you – this could be a family member, friend or advocate. They could help you to take notes of the meeting.
- Or you could contact SEND IASS to see if they are available to support you at the Annual Review meeting.
- Think about the special educational needs provision your child receives in school and the difference it is making to removing barriers to learning.
- Think about the achievements your child has made and any other support is needed if any.
- Prepare any questions you want to ask.
- Bring paper/pen to take notes.



During the Annual Review Meeting Checklist

- The EHC Caseworker will lead the Annual Review Meeting.
- They will make sure that you can share your thoughts, wishes and feelings.
- In the Annual Review Meeting your child's achievements should be celebrated.
- Discussions will include how your child is being supported at home and at school, what is and isn't working well and the progress your child has made against their outcomes.
- You can raise and discuss any concerns you have about their special educational needs provision.
- In the care section, share your child's community engagement – do they access any local facilities, clubs or activities?
- Your child will contribute to the Annual Review of their EHC Plan. They may attend all or part of the meeting. They may share their thoughts, wishes and feelings by video, symbols, photographs or in writing.
- Professionals working with your child may share what they know about how your child's needs have changed and what other support they would benefit from.
- How your child will prepare for adulthood will be discussed as part of the review from Year 9 onwards.
- Don't be afraid to ask questions – if you are unsure about anything ask the people at the meeting to explain what they are talking about.



Decisions made after the Annual Review

After the Annual Review Meeting, the school will prepare a report setting out what has been discussed at the meeting.

The report will be sent to everyone involved in the Annual Review two weeks after the meeting.

After the meeting Warrington Borough Council will decide whether the EHC Plan:

- Will remain unchanged (maintained)
- Will be updated (amended)
- Is still needed (ceased).

This decision will be made within four weeks of the Annual Review Meeting.

If your child's EHC Plan is updated this will be done four weeks after the Annual Review Meeting.

A draft of the changed EHC Plan will be shared with you - read through this and check that you are happy with the changes.

Contact the EHC Caseworker if you have any questions – you can contact the team at send@warrington.gov.uk or 01925 442978.

To tell us about your Annual Review please complete the survey:



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Annual Review Process

Week 1

- A request for new information and evidence will be sent to professionals.

Week 2

- Invitation sent for the Annual Review Meeting.
- Professional reports sent to attendees.

Week 3

- Parents will read the information sent out.
- Parents will prepare their questions.

Week 4

- Annual Review Meeting.

Week 5

- The Annual Review Report will be prepared.

Week 6

- The Annual Review Report will be circulated.

Week 7

- The decision will be considered to maintain, amend or cease the EHC Plan.

Week 8

- The decision will be emailed to parents.
- A copy of the amended EHC Plan will be sent to parents



What to do next

If this process has not been followed or you need to raise a concern, please follow these steps:

- **Step 1** Ring your caseworker 01925 442978 or contact SEND@warrington.gov.uk

If you do not get a response within 5 working days, then follow Step 2.

- **Step 2** Contact the SEND Management Team at:
SENDManagers@warrington.gov.uk

At any point you can contact SENDIASS at:

imacdonald@warrington.gov.uk

karen.howard@warrington.gov.uk

If you need help or support you can also contact:

Warrington Parents and Carers (WarrPAC):

Email: devofficer@warrpac.org

Telephone: 07376 722719

Early Help SEND Team:

Email: earlyhelpsendteam@warrington.gov.uk

Telephone: 01925 817347

At any point you can use the complaints procedure at – please go to [Complaints | warrington.gov.uk](#)..



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