

8. EHCP Annual Review

What is an EHCP Annual Review?

An Education, Health and Care Plan (EHCP) Annual Review is a yearly meeting to look at your child's EHCP and check whether it still meets their needs. It is a chance to reflect on progress, update outcomes, and make sure the support is working well.

Why Is It Important?

It's a legal requirement to review the EHCP at least once every 12 months for children over five (for children under five, it should be reviewed at least every three to six months). This gives everyone a chance to:

- Look at how your child is doing against the outcomes in the EHCP
- Share any new reports, assessments, or changes in circumstances
- Talk about what's working, what's not, and what might need changing
- Decide whether the EHCP needs to be updated, continued as is, or changed significantly.

*If you think your child's needs are not being met with their current EHCP, you can ask for an early Annual Review.

Who Attends the Annual Review?

- You (the parent or carer)
- Your child (if appropriate)
- School staff (usually the SENCO)
- Professionals involved (e.g., therapists, social workers)
- Local authority SEND Officer (sometimes)

The Annual Review Process and Timescales

The annual review process has specific deadlines to ensure it is completed in a timely manner. Here is a breakdown of the key stages:

At Least Two Weeks Before the Meeting:

- You and all professionals involved must be invited to the review by the educational setting
- Alongside the invitation, any documents/evidence needed in the review should be shared with everyone involved
- You should read all the reports carefully and share your family's views thinking about what is working well, what is not well and what you would like to happen next.



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The Annual Review Meeting

- The meeting will be a discussion about your child's progress and the EHCP itself
- It's a chance for everyone to talk about what's working, what's not, and to agree on recommendations for any changes
- You can bring a friend or family member to support you at this meeting.

After the Meeting

- **Within two weeks of the meeting:** The setting will write to the LA to tell them what was decided during the meeting
- **Within four weeks of the meeting:** The LA will tell you if they will keep the plan the same, change it, or stop it. If the LA change the plan, they will send you a draft copy to check through and ask for settings within 15 calendar days.
- **Within eight weeks of the decision to change (amend) the plan:** The LA must issue the final EHCP. They will also send you a letter that tells you about your right to appeal if you disagree with any content.

Special Deadlines for Transition

If your child is moving to a new phase of education (e.g., from primary to secondary school or secondary school to post-16), there are earlier deadlines that must be followed:

- **Transition to Secondary School:** The review should take place in the Autumn term (between September-December) of Year 6. You should receive the updated EHCP by **15 February** in the year of transfer.
- **Transition to Post-16 Education:** The review should take place in the Autumn term (between September-December) of Year 11. You should receive the updated by **31 March** in the year of transfer.

Transition Review for Year 9 (Age 13-14)

From Year 9 onwards, the Annual Review will also look at your young person's independence/adulthood for when they leave school and go into employment, independent living and further education/training.

Review for Young People Aged Over 18

The EHCP can be continued, if a young person remains in further education up to the age of 25. At the point a young person transfers to Higher Education (University) the EHCP will cease. However, support does not end – the University must still ensure that students are not disadvantaged and make reasonable adjustments for any disabilities or long-term conditions.



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What if I Disagree?

If you disagree with the local authority's decision at any stage, you have the right to challenge it. Communication, from the local authority will provide information on your right to mediation and appeal to the First-Tier Special Educational Needs and Disability Tribunal (SENDIST)

Remember: Your views are crucial throughout this process. You are the expert on your child, and your input is vital to ensuring their EHCP continues to meet your child/young person's needs.

Need More Support?

If you would like further information on the annual review process, please contact Doncaster [SENDIAS Service](#) on [01302 736920](tel:01302736920) or email: sendias@doncaster.gov.uk.



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