



Reviewing an EHCP

When should an EHCP be reviewed?

EHC plans should be used to actively monitor children and young people's progress towards their outcomes and longer term aspirations. They must be reviewed by the local authority as a minimum every 12 months. (For under 5's every 3-6 months).



What is an EHCP Review?



The review must focus on progress towards achieving the outcomes set out in the plan and consider whether they remain appropriate



From year 9, the EHCP should focus on preparing for adulthood



The review is an opportunity to get things changed that are not working, add in any new needs and update aspirations and outcomes.



The review is a legal process and certain things must happen before and after the meeting takes place.

Who is responsible for the review?

The duty to review the plan sits with the Local Authority. However they can require the following to arrange and hold the review:

- Maintained schools
- Maintained nursery schools
- Academy schools, free schools
- Alternative provision academies
- Pupil referral units, (short stay schools)
- Non maintained special schools
- Independent educational institutions held under section 41

They can request but not require:

- Early years settings
- Further education colleges and other post 16 institutions unless in their contractual arrangements with the LA

Before the meeting information & advice must be obtained by the person arranging the review from:

- the child's parent or the young person
- the provider of the relevant early years education or the head teacher or principal of the school, post-16 or other institution attended by the child or young person
- an officer of the authority who exercises the local authority's education functions in relation to children and young people with special educational needs
- a health care professional identified by the responsible commissioning body to provide advice about health care provision in relation to the child or young person
- an officer of the authority who exercises the local authority's social services functions in relation to children and young people with special educational needs.

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2 weeks before the meeting
the person arranging the
review should:

- Invite all the people listed on the previous slide
- Send to those invited copies of all the information and advice gathered and invite further views/comments from those unable to attend.



The Meeting

Reviews must focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan. The review must also consider whether these outcomes and supporting targets remain appropriate

The EHCP must be looked at to see if it still meets the needs of the child/yp. The meeting will normally include the following:

The extent to which the outcomes in the EHCP have been met

Discussion around medium and long term outcomes and if they are still appropriate

Checking the support detailed in the plan is still appropriate

Any further support required and who will be responsible for this

Whether the EHCP needs amending or is no longer needed

Review or request a personal budget

For young people over 18 the LA must consider if the training or educational outcomes have been achieved

From year 9 onwards there must be a focus on preparing for adulthood

Reviews before transition to another phase of education

There must be very early planning about which school your child/YP moves on to, start to look at schools early.

EHCP reviews will be held before a child/YP's last year in their current school because the review process must be completed by 15th February in the calendar year they transfer to their new school (31st March for young people in Year 11).

You will have the right of appeal if you disagree.



From year 9 onwards the review must focus on preparing for adulthood and include:

Higher education and/or employment – exploring different employment options, such as support for becoming self employed and help from supported employment agencies

Independent living - young people having choice, freedom and control over their lives, their support, and their accommodation and living arrangements, including supported living

From year 9 onwards the review must focus on preparing for adulthood and include:

Participating in society - having friends and supportive relationships, and participating in and contributing to the local community

Being as healthy as possible in adult life

After the meeting

Within two weeks the school must:

- Send the completed annual review paperwork including the details of what was discussed at the meeting and send it to everyone invited to the meeting and the LA.
- The report must set out recommendations on any amendments or changes required to the EHCP and should refer to any differences between the schools recommendations and those of others attending the meeting.

After the meeting

Within four weeks the LA must write to you with their decision which can be:

- Keep the EHCP as it is (maintain)
- Amend the EHCP
- Cease to maintain it
- The letter must give their reasons for the decision and inform you of your right of appeal.
- This is the end of the annual review process.

If the LA propose to amend the EHCP they must:

Send you a copy of your child/YP's existing EHCP and an accompanying notice detailing the changes they are going to make. They must also send you any supporting evidence or information that details the changes suggested

Give you 15 days to consider and make comments on these changes, including requesting a particular school or other institution to be named in the EHCP. You can ask for a meeting with your EHCP Coordinator to discuss the changes

After that:

If the LA decides to go ahead with making the amendments, it must issue an amended EHCP within 8 weeks of the original notice. This should clearly show which parts have been amended, include the minutes of the annual review meeting and any relevant reports should be attached

If the LA decides not to make the changes or amendments they must inform you, giving reasons, within 8 weeks

The LA must tell you about your right to appeal that decision and the time limits for doing so, the requirement for you to consider mediation should you wish to appeal and the contact information for Kids Mediation Service and Norfolk SEND Partnership

If the LA decision is to cease the EHCP:

The LA must inform and consult the child's parent or the YP and the school or other institution that is named in the plan

if, following the consultation the LA decides to cease to maintain the EHCP it must notify the child's parent or the YP, the institution named in the EHCP and the responsible CCG.

They must also tell you about your right to appeal that decision and the time limits for doing so

Support should not be withdrawn before the end of the current academic year

If the child's parent or the YP disagrees with the decision the LA must continue to maintain the EHCP until the time has passed for bringing the appeal or until an appeal is concluded



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