



Checking an Education, Health and Care Plan every year



Support for children and young people aged
0 to 25 years old

About Education, Health and Social Care Plans



An **Education Health and Care Plan** is for children and young people who need extra help with their learning or health. It is called a **EHCP** for short.



The **EHCP** talks a lot about **outcomes**. These are things the child or young person will learn or achieve.



The plan must be looked at in detail at least **once a year**. This is called the Annual Review.



The Annual Review is set up by the child or young person's school or college.

What is the EHCP Annual Review and what it is for

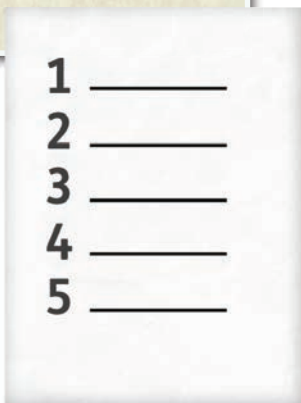


The Annual Review says how things have gone over the last year.



The law says the Annual Review has to happen in a certain way.

There are 5 stages.



1. School sends the Request

2. Invitations are sent

3. Meeting

4. After Meeting

5. Next Steps

Stage 1: The school sends the request



This is when the school asks for new information about the child or young person.



The **Special Educational Needs and Disabilities Co-ordinator** or **SENDCo** for short usually asks for this information.

The **SENDCo** should ask:

- the child or young person
- their parents and carers
- anyone who works to help the child or young person
- their school or college





The **SENDCo** will ask everyone for anything they have noticed about how the child is getting on.



They will also ask for any notes from meetings with or about the child.

This information is called **Evidence**.



When the school asks for this information, everyone has **2 weeks** to send it back.

Stage 2: Invitations are sent out



This is when the school sends out invitations for the Annual Review Meeting.

This is to make sure that all the right people will be at the meeting.

The school must invite:

- the child or young person
- their parents or carers
- the local authority



They might also invite anyone else who works with the child to help them.

Stage 3: The Annual Review Meeting

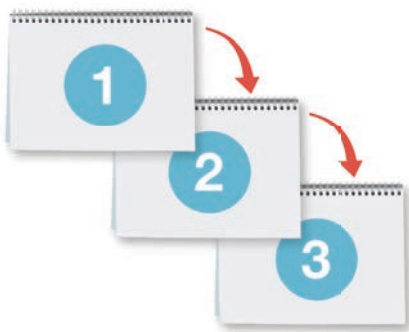


At the meeting the child or young person, parents or carers get time to tell everyone what they think and feel about the **EHCP**.



Everyone at the meeting must help them do this in any way they can.

Everyone at the meeting will:



- look at how the last year has gone
- then make plans for how they want the next year to go



People at the meeting must talk about these 8 things.

1. Ask the child or young person what they think about:

- the support they are getting at school
- their **EHCP**
- the outcomes in their **EHCP**



2. Has the person been supported to do the things in their plan.



3. Are the **targets** still OK. And are they the right **targets** to make the outcomes happen.

Targets are the things we need to do.





4. Look at what things on the plan needed to be done quickly. Check that they have been done and add new things to do.



5. Check the school can give the person the support they need.



6. Check the support for health and social care is working well.



7. Check if the child or young person has changed their mind about what they want to do in the future.



8. Check if the parents or the young person wants to ask for a personal budget.

Stage 4: After the Annual Review Meeting



After the meeting, the person in charge of the meeting has to write the **Annual Review Report**.



This should include anything important that was said at the meeting.



It has to say:

- if anything has changed
- what people agreed on
- if there was anything people didn't agree about



The **Annual Review Report** must be sent to:



- everyone who was invited to the meeting

and

- the local authority



The report must be sent within 2 weeks of when the review meeting happened.

Stage 5: Local authority decision and next steps



After the meeting, the Local Authority has **4 weeks** to decide what to do with the plan.



They will send a letter saying what they have decided.



They may decide one of these things:

- no changes are needed to the plan



- some changes are needed to the plan



- the plan can be stopped



No changes needed to the plan

If no changes are needed, then you will be sent the **ECHP** and the report from the meeting.



Another Annual Review will happen in one years time.



Changes are needed to the plan

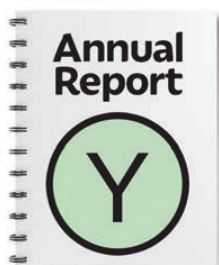
If the Local Authority decide that some changes are needed to the plan, they will send you an **amendment notice**.

An amendment notice is:

- a copy of the EHCP with all the changes in it

and

- the report from the annual review





The local authority will send the notice within 8 weeks of the review meeting happening.



You have **15 days** to let the local authority know if you are happy with the changes or not.



You can also say if you think more changes should be made.



After these 15 days the local authority will put together a final EHCP. It will show all the changes people agreed to.



The local authority will send out the final EHCP no more than 8 weeks after you get the amendment notice.



If you are still not happy with the plan, you have **2 months** to appeal the **Final EHCP**.



Appeal means the local authority will:

- listen to what you say
- check if the decision is the right one



You can also speak to your child's Special Educational Needs worker. They might be able to help you sort out any problems or answer any questions.