

Jargon buster

Further information about EHC plan reviews

Please speak to the person in the educational setting who is the nominated professional responsible for co-ordinating the child/young person's special educational needs. For additional advice, please contact the Assessment Team, Integrated Children's Disability Service, Annual Review Service Organiser using the details below:

Serviceorganiser.annualreview@nottsccl.gov.uk

How to resolve a disagreement:

In the first instance please contact the allocated ICDS EHC Coordinator for any concerns or questions.

A parent or a young person also has the right to appeal to the First-tier Tribunal if there is disagreement with a decision made by the LA following an annual review. Disagreement Resolution Services and mediation are also available to help resolve disagreements. Information can be found on the Local Offer -

www.nottinghamshire.sendlocaloffer.org.uk

Integrated Children's Disability Service

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Reviewing an Education, Health and Care Plan

Information for
Children/Young People
& Parents/Carers

Review of an Education, Health and Care (EHC) plan: information for parents/carers

What is an 'annual review'?

All children and young people who have an Education, Health and Care plan (EHCP) will have it reviewed at least once a year. Children under 5 years old will have 6 monthly reviews.

What is the EHC Hub?

The EHC Hub is an innovative digital platform supporting engagement, contributions, and collaboration on EHC assessments, plans and reviews. It offers complete transparency for families, professionals and education settings, truly transforming the way local authorities work with their partners.

What will happen before the 'annual review'?

The education setting (or Local Authority if the child/ young person is not in a setting) will arrange and manage the review of the EHC Plan via the EHC Hub. Reports are requested from people involved with the child/young person, e.g. professionals from education, health and social care. The child/young person and their parent/carer will also be asked for their views. Reports should then be shared with parents/carers and relevant professionals at least two weeks before the annual review meeting.

Who will come to the 'annual review' meeting?

In schools, a nominated Educational Professional will coordinate and run the EHC Plan review process, following written guidance from the Local Authority (LA).

The child/young person will be involved in the review of the EHC Plan, and the educational setting will consider how best to do this, depending on their age and needs. From Year 9 onwards, the review of the EHC plan will have an increased focus on the child/young person being involved and learning to share their views, wishes and feelings.

Parents/carers as well as other involved professionals will also be invited, e.g. educational psychologist, specialist teacher, social worker, paediatrician, speech and language therapist.

It may not always be necessary for the LA to attend, the educational setting will manage the invite if needed.

What will happen at the 'annual review'?

The reports and evidence will be considered. There will be a discussion about any changes to the child/young person's special educational needs. Progress towards outcomes in the EHC plan will be discussed, including whether the outcomes are still appropriate. New outcomes may be considered, and short term targets may be identified. The education, health and social care provision will be reviewed, looking at how the extra support is helping the achievement of outcomes.

The meeting will consider whether the EHC plan remains necessary, bearing in mind the progress made. The SEND Code of Practice states, *EHC plans are not expected to be amended on a very frequent basis* (CoP 9.193). However, if the review recommends that sections of the EHC plan should be amended, then this will be highlighted to the LA with evidence.

The person leading the review will ensure that thorough minutes are taken during the meeting and uploaded to the EHC Hub.

What will happen after the 'annual review'?

After the meeting, within two weeks, the person leading the review will send all the completed forms, reports and minutes of the meeting to the LA, highlighting any actions that are recommended. If there are suggested changes, then the review organiser will send the LA the EHCP with electronic annotations, linking the suggested changes to the supporting evidence.

The LA will consider the information and will inform the parents and/ or young person of one of the following three actions:

to keep the EHC plan as it is / maintain

to amend the EHC plan

to cease to maintain the EHC plan

If the LA proposes to amend the EHC plan, suggested amendments will be sent to the parents and/or young person, giving 15 days to comment on the proposed changes. It is at this point that parents (or the young person) have the right to request a particular setting be named in the EHC plan. The LA will consider the comments/request, and a *final EHC plan* will then be issued, with a right of appeal about the amendments.

Although EHC Plans are not expected to be amended frequently, there may be situations where suggested amendments are acknowledged by the LA but the EHC plan is not amended e.g. where amendments are not substantial. In this case, those amendments form part of the review which becomes an appendix to the final EHC Plan.

EHC plan reviews ahead of a transition

Reviews help to plan for transitions to the next setting (e.g. school, college, supported internship). During the year before the move, there will be work undertaken by the LA to secure an appropriate education placement.

The EHC Plan review, in the year before the education placement is confirmed, should include discussions about options for future placement, e.g. at the Year 5 review ahead of the child's move to secondary school.

During the year before the transition, the EHC Plan will be amended to name the educational setting which the child will move on to, e.g. during Year 6 the EHC Plan will be amended to name the secondary school.

When a young person is due to leave education, the annual review should include good exit planning such as, referrals to Adult Social Care and other support agencies.

Preparing for adulthood

All annual reviews from Year 9 onwards must focus on *preparing for adulthood*. This should include discussing options for the next phase of education.

At the end of the academic year in which the young person turns 16, the right to make decisions within the review process applies to them directly, rather than to their parents. A young person aged 16-25 can make representations about the content of their plan, provided they have sufficient understanding to do so. With the young person's agreement, parents can support with decision-making or act on their behalf.

What should I do if my child is due to move education placement?

The parent, or young person (aged 16-25), can make a request for a particular setting (e.g. school or college). It is sensible to find out about possible settings well in advance of the move, e.g. for secondary transition, find out about and visit schools early in Year 5. For information, click on the 'Education' tab of the Local Offer: www.nottinghamshire.sendlocaloffer.org.uk