



Shaw  
Education  
Trust

# Education, Health and Care Plans at Ivy House School

# What is an EHCP?

- An Education, Health and Care Plan is often called an EHCP.
- It is a legal document.
- The plan will outline the needs of the child or young person, what they and their parents want them to achieve, the support they require, and who will provide this support.
- It is a multi-disciplinary plan which is compiled by professionals from education, health and social care.
- The purpose of an EHCP is to ensure that the correct support is provided to help meet the child or young persons' education, health and social care needs. As they get older it will also help prepare them for adulthood.



# What is an Annual Review?

- The EHCP should be reviewed annually
- The Annual Review is required to check all sections of the EHCP.
- It will outline the progress made and set new targets for the future
- It can provide an opportunity for parents and young people to request changes and updates.

ANNUAL REVIEW



# What will happen at the Annual Review?

Our aim is to make the Annual Review Meeting as relaxed as possible.

1. We will start by celebrating your child and all the WOW things they have achieved since their last review
2. We will check the accuracy of the EHCP
3. We will discuss progress and set targets for the year ahead
4. There will be time to discuss any concerns you have



# The Annual Review?

Unless otherwise informed the Annual Review meeting will take place at Ivy House School (Moorway Lane, Littleover, DE23 2FS) in the **Meeting Room**.



Jo Willoughby - **EHCP Compliance Lead** will chair the Annual Review Meeting

# How can you contribute to the Annual Review?

The most important thing is to try to attend

Come ready to tell us all the good things that are happening for your child

Take the opportunity to share any concerns and we will help if we can

We will send a views form before the meeting which might help you to think about what you would like to say – bring it with you to the review

We will ask you for feedback after the meeting to help us make the process even better in the future



# What will happen after the Annual Review?

The school will complete the Annual Review paperwork within 2 weeks of the review and send it to the local authority

The local authority will use the information from the review to amend and update the EHCP if necessary. They should let you know about this within 4 weeks

The local authority should send you a draft updated plan. You will have 15 working days to let them know of any changes you think have been missed

The local authority should send you an updated final agreed EHCP. This should be within 8 weeks of you receiving the draft.

We will be working on the new targets and the things we discussed at the Annual Review in school.

# Where can you find further information?



Please don't hesitate to contact the school if you have any questions.

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[jo.willoughby@ivy.set.org](mailto:jo.willoughby@ivy.set.org)



The following websites also have useful information

<https://www.ipsea.org.uk/the-annual-review-process>

<https://derbysendiass.org.uk/parents-carers/ehc-needs-assessment-plans-parents-carers/>

<https://www.gov.uk/children-with-special-educational-needs/special-educational-needs-support>

<https://schoolsportal.derby.gov.uk/sen/ehcp-team/>

