

ANNUAL REVIEWS

The Annual Review Meeting is to assess the pupil's progress towards meeting the Outcomes specified in the Education, Health and Care Plan, to review the special provision made for the pupil, assess the Outcomes and Targets on the Provision Plan and set new ones if appropriate and to consider the appropriateness of the Education, Health and Care Plan in the light of the pupil's performance. For secondary-aged pupils, the holistic independence and community access needs of the pupils are discussed.

The meetings timetable will run throughout the year according to the year group:

Year 14 and leavers	• November		Year 13	• April
Year 7	• December		Year 10, 4 & 8	• May
Year 5	• February		Year 12, 2 & 3	• June
Year 9 & 6	• March		Year R & 1	• July
Year 11	• November			

What will happen in the meeting?

The meeting will review the Education, Health and Care Plan and make updates where necessary. These will then be sent to the SEN department who will make the changes.

Pupils will complete a 'Section A' detailing their views and parents will be able to add their views and aspirations.

THE MEETING

The meeting will be minuted by the Headteacher or Deputy/Assistant Headteacher under the headings provided by the LEA. This ensures that the statutory requirements of the meeting are fulfilled. Discussion will focus on the following:

The Class teacher will attend the meeting and any other relevant parties involved in the child's development including Social Services and Health professionals and/or those requested by parents. Invitations will be sent out by the School Office. Where appropriate the pupil will also attend the meeting.

OUTCOMES AND TARGETS

- Review last years' Outcomes and Targets.
- Individual programme targets to be used ie Shared Goals
- For Secondary-aged pupils, relevant holistic target areas for the year ahead are recorded.

For pupils in Year 5 there will need to be an agreement about secondary transfer.

From Year 9, pupils will have impartial advice and guidance from a designated careers advisor. This review meeting will produce the Transition Plan for the pupil. For pupils from Year 9 onwards the St Nicholas Transition Project will support the process based as it is on:-

- Multi-agency working
- Person Centred Planning
- Empowering pupils and families

MONITORING AND REVIEW

All Annual Reviews will take place on a year group rota system and be monitored by the senior leadership team, office, Governors and local authority to ensure these are carried out.

EQUALITY, SAFEGUARDING AND EQUAL OPPORTUNITIES STATEMENT

St Nicholas School, in all policies and procedures, will promote equality of opportunity for students and staff from all social, cultural and economic backgrounds and ensure freedom from discrimination on the basis of membership of any group, including gender, sexual orientation, family circumstances, ethnic or national origin, disability (physical or mental), religious or political beliefs.

St Nicholas School aims to:

- Provide equal opportunity for all
- To foster good relations, and create effective partnership with all sections of the community
- To take no action which discriminates unlawfully in service delivery, commissioning and employment
- To provide an environment free from fear and discrimination, where diversity, respect and dignity are valued.

All aspects of Safeguarding will be embedded into the life of the school and be adhered to and be the responsibility of all staff.

LINKS TO OTHER POLICIES

Curriculum /SEN Teaching and Learning Careers and Guidance Planning and Assessment/ Exam and Controlled Assessment Safeguarding and Behaviour Home school policy Communication Policy

GILLIAN NEWPORT REVIEWED OCTOBER 2015
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