

**St Nicholas School**

**EHCP Annual Review Policy**



**St. Nicholas School Canterbury**

<b>Policy Created</b>	<b>March 2023</b>
<b>Governing Body Committee</b>	<b>N/A</b>
<b>SLT responsibility</b>	<b>Stephen King (DHT)</b>
<b>Date Reviewed by EHCP Co-Ordinator</b>	<b>September 2023</b>
<b>Date of Next Review</b>	<b>September 2026</b>

## INTRODUCTION

*Send Code of Practice Jan 2015:*

*"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. 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."*

*KELSI (KCC) Guidance states:*

*"The annual review process includes the annual review meeting (at the placement/school) and concludes when the Local Authority makes the decision whether to maintain, amend or cease the EHC Plan."*

*"Please note that the government has stipulated that "EHC plans are not expected to be amended on a very frequent basis" (SEN&D C o P JAN 2015).*

## AIMS

- St Nicholas School is committed to scheduling Annual Review meetings for all our pupils within the recommended timescales. Our school will endeavour to accommodate parents & carers wherever possible for these meetings to take place at a mutually agreeable date and time, within school hours and term-time.
- The meetings will be chaired by a member of the extended leadership team.
- The meetings will be offered to parents/carers as virtual meetings (via Microsoft Teams) or telephone meetings. Where appropriate parents/carers will be offered face-to-face meetings, and equally this type can be requested by the parents/carers also.
- Parents/carers are invited to specify what other professionals they would like to be invited to these meetings.
- Parents/Carers will be given the opportunity prior to the meetings to complete the "Voice of the Child, Young Person, Family" document (KELSI template) and return this to school at their earliest convenience.
- Pupils are encouraged and supported to complete their views using the "Voice of the Child, Young Person, Family" document or the picture version produced within school.
- Where appropriate the pupil will also be invited to attend the meeting.
- All other professionals will (generally) be invited to join the meetings virtually (via Microsoft Teams).
- Parents/Carers can request an Early Annual Review by contacting the SEN case officer at KCC and making a request for an Early Annual Review in writing, if there is significant change with the needs of the child or young person e.g. to request a change of placement.
- Following the meeting, St Nicholas School will submit the Annual Review paperwork inclusive of any supporting documentation, to the KCC SEN Team, working to achieve the recommended timescales.

## TRANSITION

The Local Authority requests for parents/carers of pupils in Years 5, Years 10 and Years 13 to specify their preferences for phase transfer (i.e. secondary, post 16 and post 19 placements) if possible, in that year's Annual Review meeting.

Additionally to this, the Local Authority will request that parents/carers complete an online webform to log their preference for phased transfer for their child/young person. The Local Authority will do this by sending all parents/carers an email with a link to access this online webform, and they will state in that email their child's/young person's pupil ID number which needs to be detailed on the form. There are different deadline dates for logging these preferences depending on which stage of education your child/young person is at.

Primary-secondary = mid-July

Secondary-post 16 = end of October

School can support parent/carers to complete this webform where required.

#### *SEND Code of Practice - Transfer between phases of education*

*"9.179 An EHC plan must be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow for planning for and, where necessary, commissioning of support and provision at the new institution.*

*The review and any amendments must be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools. The key transfers are:*

- *early years provider to school*
- *infant school to junior school*
- *primary school to middle school*
- *primary school to secondary school, and*
- *middle school to secondary school*

*9.180 For young people moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan – including specifying the post-16 provision and naming the institution – must be completed by the 31 March in the calendar year of the transfer."*

### **CHILDREN IN THE CARE OF THE LOCAL AUTHORITY**

KELSI KCC Guidance states:

*"The Code of Practice advises that for looked after children the annual review should, if possible and appropriate, coincide with one of the reviews in their Care Plan and in particular the personal education plan (PEP) element of the Care Plan. Schools may be able to co-ordinate this with the annual review process to improve the efficiency of their reviewing timetables."*

St Nicholas School is committed to arranging Annual Review meetings in partnership with Social Care to hold them as a joint meeting with one of the PEP reviews within each academic year.

### **LEGISLATION & GUIDANCE**

- Send Code of Practice (Jan 2015)  
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- KELSI – KCC Guidance on Annual Reviews  
<https://www.kelsi.org.uk/special-education-needs/special-educational-needs/education,-health-and-care/annual-reviews>
- Kent Transition Charter  
<https://www.kent.gov.uk/about-the-council/strategies-and-policies/service-specific-policies/education-policies/send-strategies-and-policies/transition-charter>

### **MONITORING AND REVIEW**

This policy will be reviewed by the EHCP Coordinator every three years.

### **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.

As part of our commitment to meet the Public Sector Equality Duty (PSED), St Nicholas School aims to:  
Provide equal opportunity for all;

- Foster good relations, and create effective partnership with all sections of the community;

- Only take actions which does not discriminate unlawfully in service delivery, commissioning and employment;
- 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 RISK ASSESSMENTS, POLICIES and PROCEDURES

This policy links to all other school risk assessments, policies and procedures – in particular:

Single Equality Policy

Positive Behaviour Support

Staff Code Of Conduct

Health And Safety

REVIEWED BY KATE BURGESS, EHCP CO-ORDINATOR

REVIEWED TERM 1 – 2023/24