



Walton Hall Academy

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Information sheet - Education Health and Care Annual Review Meeting

We have put together this information sheet with the most common questions we receive when organising the EHC Annual Review meetings. If you have any questions after reading this, please contact us on the details above or speak to your child's teacher.

How can I share my views, wishes and feelings?

Securing your views, wishes and feelings about your child's progress and education is of paramount importance. This should be in writing as the Local Authority requests this. It is therefore very important you record your views in the Microsoft Word form we send you or by completing a survey which we have sent you. We are also able to provide you with a hard copy of the views form, so you can complete it and pass it to us during the meeting. Please ask reception or your child's teacher for a hard copy of the form.

Where will the meeting take place?

The meeting will take place in person at Walton Hall Academy. We can arrange for a Microsoft Teams meeting to ensure you can attend remotely or telephone you to talk to you. Invitations are sent via email. We will text you on your mobile to tell you we have emailed you with the meeting details. We will also text you a week in advance an appointment reminder.

Will I receive a report in advance of the meeting?

We will endeavour to share a draft review report in advance of the meeting, in addition to the other documents and reports you receive throughout the year, such as the Pupil Support Plan etc. **It is of utmost importance that you read the draft report and provide us with any feedback you may have – once the report has been submitted to the local authority after the meeting, it is not possible to amend it.**

How can I access the Staffordshire EHC Hub system?

Please note this is a Staffordshire County Council system, so it does not apply to any of our students from other areas. If you are unable to access the EHC Hub system, please contact Staffordshire County Council via email sendehchub@staffordshire.gov.uk or telephone 0300 111 8007 (option 2, then option 4). Unfortunately, we do not have the ability to help you with accessing the EHC Hub system – only Staffordshire County Council can help you gain access. **Please note we do not use the EHC Hub system to organise the reviews.**

Independent Advice and Support

You are entitled to free and independent advice and support. If you live in Staffordshire, this is provided by the SEND Information Advice and Support Service (SEND IASS Family Partnership) on 01785 356921 or email sfps@staffordshire.gov.uk. Their website contains information you may find useful: <https://www.staffs-iass.org/>. If you live in a different area, we can signpost you to your local provider upon request.



**Shaw
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Trust**

The Shaw Education Trust Limited is a company limited by guarantee, registered in England (no 09067175)
Registered address: Shaw Education Trust Head Office, Kidsgrove Secondary School, Gloucester Road, Kidsgrove, ST7 4DL

Advocacy services for children and young people with special educational needs

Advocacy is available for children and young people aged 5 to 25; you can refer to Change Grow Live Children's Rights on 07809 587007 or email sscrs@cgl.org.uk.

Who will attend the EHC review meeting?

The meeting is chaired by the class teacher. We will also send invitations to professionals from health and social care that are involved with your child. We must also invite the SEND team that does not normally attend the meeting and the school nurse who may attend if appropriate. We will combine the review meeting with a Child in Need meeting from the Children's Disability Service or Personal Education Planning meeting for children in care. For children who are due to leave Walton Hall Academy at the end of the school year, where possible, we will invite representatives from the college or other providers your child would like to go to, as well as one of our transitions coordinators. Please let us know if you would like us to invite anyone else by providing the name, contact details and role.

What will be discussed at the EHC Annual Review meeting?

These are the things that we aim to cover during the review meeting:

1. Introductions and apologies received.
2. Celebrate the child's progress and achievements.
3. Review pupil profile and their views, wishes and feelings. Where appropriate, your child will join part of the meeting.
4. Gather parent/carer views (see attached parent/carer views form).
5. Review child's attendance and discuss any support needed if applicable.
6. Review of the child's special educational needs, outcomes and provision. Set new outcomes and provision where appropriate.
7. Review of the child's health needs, outcomes and provision.
8. Review of the child's social care needs, outcomes and provision.
9. Discuss transition to further education, employment and independent living for.
10. Discuss home to school travel assistance and whether anything needs to change. For children Y11 and above discuss home to school travel assistance application process (please note there are different eligibility criteria for post16 home to school travel assistance and you will be asked to pay a contribution by the Council, but we will support you with this process when the application is due).
11. Review Personal Budget.
12. Anything else to discuss that has not been covered.
13. List evidence gathered as part of the process and if anything is still outstanding. School information will tend to include pupil profile, attendance

record, timetable, provision map, attainment and progress reports, risk assessment, behaviour plan, care plan(s), reports from Speech and Language Therapists, Occupational Therapists, Social Workers etc.

14. Summarise review meeting recommendations and, where applicable, actions (alongside the name of the person who is responsible for any actions) and areas of disagreement.

What is a Personal Budget?

Please visit this website to find out more [SENDIASS Personal Budgets for SEN \(staffs-iass.org\) www.staffs-iass.org](http://www.staffs-iass.org)

What happens after the review meeting?

After the review meeting, we will finalise the review report and submit it to the SEND team. You, and everyone who was invited to the review meeting, will also receive a copy of the report. Please follow this link for more information: [Staffordshire Connects | Education, health and care plan annual reviews](#)

If you have any questions after reading this, please contact us on the details above or speak to your child's teacher.