

Annual Review of an EHC Plan

The Annual Review is a statutory process that looks at the needs and provision specified in an Education, Health, and Care (EHC) Plan. It tells the local authority (LA) if these need to change. The Children and Families Act 2014 states that your child's EHC Plan must be reviewed at least once a year. If your child is under five, the review must occur every six months. The legal requirements for an Annual Review are set out in Special Educational Needs and Disability Regulations 2014. There's also statutory guidance in the SEN and Disability Code of Practice.

Preparing for the Annual Review

Preparing for the Annual Review is important because it'll be your chance to ensure that your child's EHC Plan is fit for purpose. It might be that you are happy, all is going well. It might be that the EHC Plan only needs minor changes to reflect your child's development. It might be that the school can no longer meet your child's needs, and you are looking for another school. Any changes to the EHC Plan must be supported by relevant evidence.

What happens during the Annual Review meeting?

The EHC Plan includes a part named 'outcomes' (section E) that describes goals and aspirations. Every year, during the review meeting, your progress toward these goals and the support you need to reach them should be discussed. It's also a time to think about if new goals are necessary.

It's also important to talk about if the support you are receiving is still suitable for you and if there need to be any adjustments to help you meet your education and training objectives. Remember, education and training aren't just about formal qualification; it includes any type of learning.

From Year 9 onwards, the Annual Review meeting should also focus on preparation for adulthood. This means thinking about how you might progress to employment, independent living and being part of their community.

What happens after the Annual Review meeting?

After the meeting, the LA or the head teacher needs to write a report that suggests any changes to the EHC plan. This report should include your wishes and views. Everyone who attended the meeting should get the report within two weeks.

On completion of the report, the LA has one of three options:

- Continue your EHC Plan without any changes
- Amend the Plan – make changes to it

- Cancel the Plan

The Annual Review meeting is finished once the LA decides on one of the options above. This decision will be shared with you and your school or college within 4 weeks after the meeting. If the LA decides to change the Plan, the LA must send 'amendment notice' within four weeks of the annual review meeting. This is a copy of your draft EHC Plan and proposed changes. You can make comments about your draft plan within 15 days.

Useful links

The Council for Disabled Children (CDC) have created a [timetable for the annual review process](#).

The Independent Provider of Special Education Advice (IPSEA) have made an [annual review checklist](#).

We have also created a document that goes through [The Annual Review Process](#).

The CDC have created a leaflet outlining [how to share a child or young person's views for their annual review](#).

IPSEA has created a model letter that can be used if you wish to [ask for an early review of an EHC plan](#). As well as a model letter [if the LA has not completed an annual review](#)

