**Annual Review of an EHCP**

An **Annual Review** focuses on your child or young person’s progress towards achieving the outcomes in their **Education, Health and Care Plan (EHCP)** and whether these outcomes remain appropriate.

**What Is an Annual Review?**

An annual review:

* Gathers the views of parents, carers, and the child or young person.
* Reviews the provision and support in the EHCP to ensure it remains effective.
* Assesses progress made towards outcomes and considers whether new outcomes are needed.
* Considers if the current educational setting remains suitable.
* Reviews previous targets and sets new ones if required.

**When Should an Annual Review Happen?**

* **At least once every 12 months** (or more frequently for children under 5, every 3–6 months).
* Before key transitions (e.g., primary to secondary school), the process must be completed by **15th February** of the transition year (or by **31st March** for post-16 settings).
* Parents can request an early review if they have significant concerns.

**Year 9 Annual Review – Preparing for Adulthood**

From **Year 9 onwards**, annual reviews focus on **preparing for adulthood**, including:

* Supporting health and independence.
* Planning further education, training, or employment opportunities.
* Setting long-term aspirations and support needs.

Schools may help young people complete a **Preparing for Adulthood Plan** to reflect their goals and needs.

**Preparing for the Review**

To make the most of your review:

* **Review the EHCP**: Is the information still accurate? Are outcomes being met?
* **Gather updated advice** from professionals working with your child.
* **Highlight key points** or make notes on areas you want to discuss.
* Write down **questions or concerns** to raise during the meeting.
* **Bring support**: You can ask a family member or friend to attend the meeting with you.

If you need help preparing, contact **Shropshire IASS** for support.

**At the Annual Review Meeting**

During the meeting:

* Share your views and listen to those of professionals and the school.
* Discuss your child’s progress, any changes in circumstances, and how the current provision is working.
* Set new targets and outcomes if needed.

**Don’t hesitate to ask for clarification** if you don’t understand terms or jargon.

**After the Annual Review**

Following the meeting:

* The school will send a report summarising discussions and decisions within **2 weeks**.
* The **Local Authority (LA)** will decide whether to:
  + Keep the EHCP as it is.
  + Amend the EHCP.
  + Cease maintaining the EHCP.

The LA must notify you of their decision within **4 weeks** of the review meeting.

If the plan needs amending, the LA must issue the proposed amendments without delay and complete the process within **8 weeks**.

**Disagreeing with a Decision**

If you’re unhappy with any decisions made after the review:

* Contact **Shropshire IASS** for advice.
* See the factsheet on **‘Appealing a Decision about an EHCP’** for guidance on your options.

### ****Where Can I Get Support?****

For impartial advice and guidance, contact **Shropshire SENDIASS**:

* **Phone**: 01743 280019 (Open 10am–4pm, Monday to Friday)
* **Email**: iass@cabshropshire.org.uk**=**