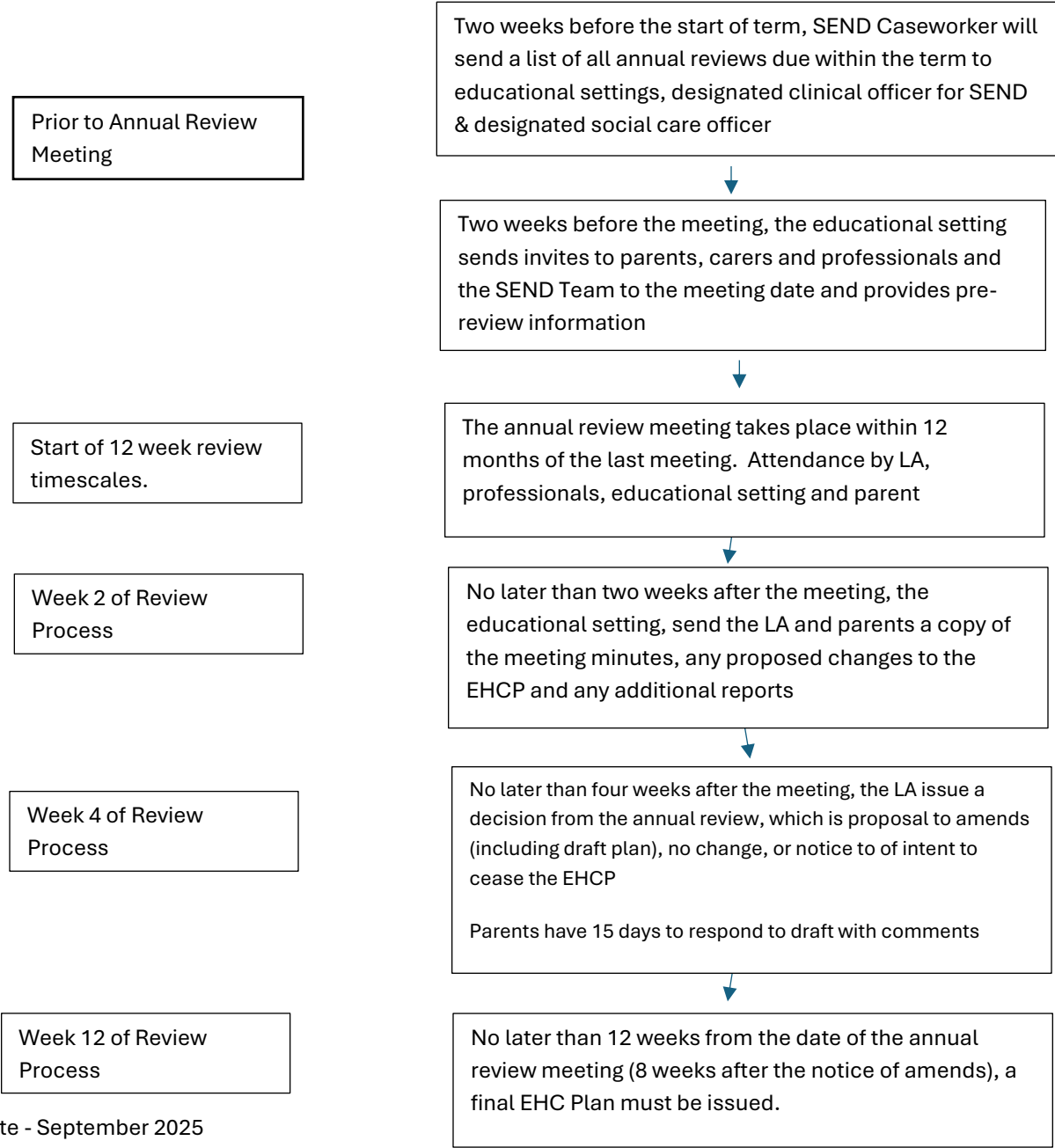


Annual Review Process for EHC Plans



Annual Review Process for EHC Plans

Duty - Notification and Scheduling of Annual Reviews		
(Compliance – reviews must take place at least every 12 months SENDCOP Section 9.166 onwards)		
Timeline	Task	By who
No later than two weeks before the start of each term. <i>Autumn Term Start 1st Sept</i> <i>Spring Term Start 1st January</i> <i>Summer Term Start 1st May</i>	Notification of annual reviews due. - LA SEND Team to send a list of all review due dates for the upcoming term to SENDCo's via email. *The local authority must review EHC plans as a minimum every twelve months, and the review must be held within 12 months of any previous review. The decision following the review meeting must be notified to parent/carer/young person within 4 weeks of the review meeting and within 12 months of the date of issue of the EHC Plan or previous review. - LA SEND Team to send a list of all review due dates for upcoming term to DCO and DSCO, to inform Health and Social Care Professionals. - LA SEND Team to ensure a list of children not in school e.g. preschool, EHE, EOTAS and NEET is also prepared. - When the LA SEND Team hold the termly SENCO meetings at the start of the Summer term they also need to discuss the early Autumn term reviews due. - Autumn term review dates to be sent 2 weeks before the end of the Summer term by LA Send team to allow education providers(schools/colleges etc) to have this information ahead of summer break	SEND Caseworker Assistant LA SEND Team Caseworker for setting or cohort and SENDCo SEND Caseworker Assistant

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	• school holidays. • Contingency; all LA SEND Team casework assistants are able to undertake these tasks to ensure there is always staff to cover this part of the process. • Caseworkers to be monitored at their 1:1s around the termly SENCo meetings to ensure the relevant review dates are discussed. • The children and young peoples next stage of Transition should also always be discussed at the termly SENCo meeting. • Escalation; to senior caseworker / Team manager with any concerns around this part of the process.	
First two weeks of each term and end of Summer term.	Scheduling of annual reviews. • Local Authority (LA) SEND Team collaborates with SENDCo's to agree on dates for all EHCP Annual Reviews due that term. Where a review is due during the school holidays, SEND Team to discuss with SENDCo at termly meeting and have moved forwards. • Termly, meetings are to be booked in for the first two weeks of each term. <i>Example:</i> 1-14th September to discuss Autumn reviews and transition years. Transition review final deadline is 15th February for Years -2 and 6. 1-14th January to discuss Spring reviews and any outstanding transitions, particularly for P16. Transition review final deadline is 31st March for Post 16. 1-14th May to discuss Summer reviews.	LA SEND Team Caseworker for setting or cohort and SENDCo

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	<i>7-21st July to discuss following Autumn (September) reviews, prior to Summer break. This is not exhaustive, and LA SEND Team should manage caseloads throughout the school year in liaison with each setting SENDCo.</i> - Contingency; Where for any reason the school does not confirm meeting dates the LA SEND Team caseworker will monitor and hold any review meeting if required. - Escalation: Where there are any concerns around the SENDCo's not confirming review dates, this should be raised with LA SEND Team Senior Caseworker in the first instance to pick up with the school SENDCo. - Where dates are still not confirmed further escalation to LA SEND Team, Team Manager to contact HT/ Principal. - If dates are still not resolved to pass to LA SEND Team Service lead to contact school HT/Principal to arrange meeting to ensure the review dates are arranged.	
No later than 2 weeks before the annual review is due.	Confirmation of Review dates. - Confirmed schedule of Annual Reviews for the term to be added to Liquid Logic workflow and the Annual Review Outlook Calendar. - SENCo's to confirm to the LA SEND Team in box; Annualreviews@stockton.gov.uk where the meeting date was not held to ensure the LA are aware and monitor for the alternative date within the week.	Casework Assistant to add to Liquid Logic (LL) and Outlook Caseworker to utilise Outlook Calendar and LL to plan with weekly/ termly priorities. SENCo's.

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	- Contingency; all LA SEND Team caseworkers and casework assistants are able to undertake these tasks to ensure there is always staff to cover this part of the process. - LA SEND Team Senior Caseworker to monitor this part of the process is in place through weekly system reports - Escalation: LA SEND Team Senior Caseworker to raise any issues with LA SEND Team manager.	
Duty - Pre-Review Preparation <i>(Compliance – reviews must take place at least every 12 months SENDCOP Section 9.166 onwards)</i>		
Timeline	Task	By who
At least 4 weeks before the scheduled review meeting * all relevant information should be collated one month before the meeting date to allow time for information to be provided.	Pre Review Information - Request updated reports from professionals (health, social care, therapists). - Completion of Pupil views, Parent/carer views, attendance and progress data. - Contingency: where no updated reports are received, previous reports to remain in place until the Annual Review meeting.	School/ Education Setting LA SEND Team for EHE, EOTAS, Pre and NEET
At least 2 weeks before the scheduled review meeting.	Invitation to the review meeting to be sent to Parents, Professionals and LA SEND Team.	School/ Education Setting LA SEND Team for EHE, EOTAS, Pre and NEET

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	• <i>Where a young person is NEET, once they become NEET a review must be held to review the outcomes and provision and their plans for the future.</i> • If reports are not received within 2 weeks, the school sends reminders and escalates to LA if needed. • Contingency: previous reports to remain in place until discussed at the Annual review meeting. • Escalation: Where updated reports are not received LA SEND Team Senior Caseworker to escalate to Designated Social Care officer (for Social care) and Designated Clinical Officer (for health). • Where any social care advice is not received for any Children in our Care then Virtual School to be informed by caseworker.	LA SEND Team escalates to DCO and DSCO where required.
At least 2 weeks before the scheduled review meeting.	Pre-review information should be shared with: Parents/carers Professionals LA SEND Caseworker via the Annual Review inbox annualreview@stockton.gov.uk	School/ Education Setting LA SEND Team for EHE, EOTAS, Pre and NEET
When received into the Inbox	Documents should be clearly labelled and accessible, e.g. passwords removed and should be saved into the child/ young person's file.	Caseworker Assistant to save using the file protocol.

Duty – Annual Review Meeting

(Compliance – reviews must take place at least every 12 months SENDCOP Section 9.166 onwards)

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Timeline	Task	By who
On the scheduled date of the annual review meeting	Meeting chaired and held, with all relevant parties	School/ Education Setting LA SEND Team to chair EHE, EOTAS, Pre and NEET
On the scheduled date of the annual review meeting	Where necessary LA SEND Caseworker attends in person or virtually, once agreed attendance is required following termly SENDCo meeting.	LA SEND Team Caseworker
On the scheduled date of the annual review meeting	Review all sections of the EHC Plan A to K, using the working document format: Bold text shows suggested text to be added, Strikethrough shows suggested text to be removed. Proposed changes are made live during the meeting. Outcomes and provision are updated collaboratively. Contingency: Where a review is cancelled or needs to be rearranged, this should take place within 1 week of the original due date and paperwork returned ASAP and within 2 weeks.	School/ Education Setting LA SEND Team for EHE, EOTAS, Pre and NEET LA SEND Team Caseworker for setting or cohort and SENDCo

Duty – Submission of Review Paperwork

(Compliance – SENDCOP Section 9.176 onwards)

Timeline	Task	By who
Within 2 weeks of the Annual Review meeting taking place. (no later than two weeks but as soon as possible after)	Submission of Completed annual review paperwork including recommendations of updates made on working document of EHC Plan for review.	School/ Education Setting LA SEND Team for EHE, EOTAS, Pre and NEET

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	- Minutes of the meeting using the Local Authorities Annual Review paperwork and signed by the SENDCo and Headteacher. - Any supporting evidence such as professional reports or updates by professionals at the meeting, which will be used to provide information and/or be used to update the EHC Plan.	
Contingency at week 2	Where paperwork is not returned - reminder sent to SENDCo to paperwork is now overdue	Caseworker Assistant (TMs monitor through Triage)
Contingency at week 3	Where paperwork continues to be overdue - Escalation to Head Teacher	Caseworker Assistant escalates to Service Lead and Service Lead Escalates to Head Teacher / Principle/al.
Throughout post review timescale	Log to be held on the child file of when reminders are sent.	Caseworker Assistant / Service Lead

Duty – LA Decision and Draft Plan		
<i>(Compliance – Decision and Draft (where applicable), must be issued no later than 4 weeks following Annual Review meeting SENDCOP Section 9.176 onwards)</i>		
Timeline	Task	By who
4 weeks after the meeting All decisions should be issued no later than week four following Annual Review	Monitor for paperwork being received. Make ‘Triage legal Decision’ and amendments once paperwork is logged as received and logs Draft ready for Triage/ Signing.	Caseworker

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Meeting, or as soon as possible after post review information is received. (No later than week 4) Triage to always be completed within 1 week of receipt of paperwork, always ensuring the 4 week deadline is met. This includes the signing of the EHCP.	<i>(this should be monitored by the CW daily as well as triaging officer)</i> <i>*legal decision is; amend / cease / no change.</i> Amendments to be saved in the child file in folder 10 (current plan). Folder 10 should be in order as per the child file protocol. Send draft to be signed to 'draftstobesigned' inbox with LA response due date as the subject, to enable TM's/ SCW to prioritise signing, based on statutory dates. <i>(Example: Child's Name LA Response Due 02/09/2025)</i>	
No later than week 4/ day 28 after the meeting date	- Final check on the triage and make final legal decision (LA Response) as well as check any SENDMAP decisions, or CNIS panel decision or any other queries and sign Draft EHC Plans where required. <i>(CW can log Triage decision, but will not send case to SENDMAP without final decision being made from TM/ SCW)</i>	Team Manager and/ or Senior Caseworker
No later than week 4/ day 28 of the meeting date	'LA Decisions made' report to be provided to Admin for the previous working day, along with No change decision letters and intent to Cease letters.	Casework Assistant
No later than week 4/ day 28 of the meeting date	Cease EHC Plan – if ceasing at Triage - LA intent to cease letter issued, with copy of previous Final EHC Plan. (Watermark Ceased), email saved in child file along with PDF version of EHC Plan and Appendices and Liquid Logic updated with completion date.	Corporate Admin Casework Assistant

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	Not to be closed on Liquid Logic until 2 weeks have passed to give time for appeal.	
No later than week 4/ day 28	- Amendment decision – working document as prepared by Caseworker, is signed and becomes Draft EHC Plan and forwarded to Caseworker. - Signed draft is forwarded to ‘signeddrafts’ with relevant appendices, including review minutes, working document amendments and reports. <i>(The LA decision due date to be added to the subject box so that admin is aware of due date to be sent out. Example: Child’s Name LA Response Due 02/09/2025)</i> Issue of draft EHC Plan/ decision letter via email, email saved in child file along with PDF version of EHC Plan and Appendices and Liquid Logic updated with completion date.	Team Manager and/ or Senior Caseworker Caseworker Corporate Admin
No later than week 4/ day 28	No change decision – previous final is issued with No change decision letter and review documents (inc. suggested amendments, and record of meeting).	Corporate Admin
Contingency: No post review paperwork provided	- Week2: follow up with reminder at week 2 following review meeting date and update log in child file. - Week 3: escalation if paperwork is not received by week 3 following review meeting date and update log in child file. - Week 3: escalate to Head Teacher/Principal. - Week 4: If paperwork is still not received, LA SEND Team to then contact school to arrange new review date. Review will remain open with no decision made.	Casework Assistant Casework Assistant Service Lead Caseworker Caseworker

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	Week 7: if no paperwork has been received / review meeting not held, LA SEND Team to contact parent/carer and professionals to arrange and hold (chair) the review within setting.	
Duty – Issuing of Final EHC Plan <i>(Compliance – Final must be issued within 12 weeks of Annual Review Meeting, Regulations 20, 21, and 22 of the SEND Regulations 2014)</i>		
Timeline	Task	By who
15 calendar days following issue of Draft EHC Plan	- Final EHC Plan is prepared including any parent representations - Sent to 'finals to be signed' for authorisation.	Caseworker
15 calendar days following issue of Draft EHC Plan and within 8 weeks of Draft EHC plan being issued.	- Final EHC Plan signed by Duly Authorised Officer - Forwarded to 'signed finals' copying Caseworker in, for issuing.	Team Manager/ Senior Caseworker
15 calendar days following issue of Draft EHC Plan and no later than 8 weeks of Draft EHC Plan being issued.	- Final EHC Plan is issued via email, saved in the child file using Child File Protocol. - completion date logged on Liquid Logic.	Corporate Admin

Resources:

[SEND Code of Practice January 2015.pdf](#)

[The Special Educational Needs and Disability Regulations 2014](#)

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