



Brentnall Academy

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Part of United Learning

Brentnall Academy

**Education, Health and Care Plan (EHCP) Annual
Review Procedures**

Appendix 1

Education, Health and Care Plan Annual Review Agenda

Introductions

Set out purpose of the meeting (to review previous targets and discuss progress made against them)

Great things that have happened since the last annual review

Pupil voice

View of parents

Discussion around academic progress across key areas

Discussion around the latest professional reports e.g. SALT/ EP/ OT (these will be circulated prior to the meeting if they have been issued)

Review of outcomes and targets (what is working / not working) and setting new targets if appropriate

Action setting

Any other business / conclusion

Appendix 2

Invitation letter to parents/ carers

Dear parent/carer,

I would like to invite you to _____'s Annual Review which will be held on _____ at _____. It is vitally important that your views and opinions are gathered as they will help to ensure that _____'s EHCP is relevant and up-to-date. This meeting can either be attended in person or virtually.

The purpose of an annual review is to discuss the previous year's achievements as well as making sure we have a clear picture of the whole child. This allows us to assess how effectively we as a setting are meeting _____'s needs.

As part of the meeting, everyone working with _____ will be able to discuss his/her learning over the previous year. We will look at the things that are working/not working in regards to _____'s Education Health and Care Plan (EHCP). In discussion with you, we can also recommend changes that might be needed.

Usually in attendance, would be the team of professionals who are working with _____. I have invited the following people to the meeting:

-
-
-

However, if they are unable to attend then their views and opinions will be gathered, where possible, and noted on the review documentation prior to submissions to the local authority.

Attached is a copy of 'Getting Ready for your Annual Review - Pupil's Views' and 'Getting Ready for your Annual Review – Parental Views'. Please complete these and return them to school at the earliest convenient time.

Kind regards,

Mrs Clyne

Mrs Clyne

Vice Principal

Appendix 3

Invitation letter to professionals

Dear colleague,

As a professional working with _____, I would like to invite you to contribute towards their Annual Review which will be held on _____ at _____.

To ensure that _____'s targets are relevant, an updated review of current targets is required. Please can this be provided ahead of the annual review so this can be circulated with attendees prior to the meeting.

An invitation letter to parents/carers will be sent out along with a copy of the most recent professional reports to ensure that parents are in receipt of the most up to date information relating to their child. They have also been asked to complete the pupil's views and parental views document ahead of the meeting. Copies of any previous reports can be sent to professionals upon request.

Can I therefore ask that any outstanding reports for _____ to be completed and/or updated as soon as possible and returned to myself and/or parents if appropriate.

Please can you confirm your attendance for _____'s annual review by _____.

Kind regards,

Mrs Clyne

Mrs Clyne
Vice Principal

Getting ready for your Annual Review (3 – 11 years) Pupil Views




Name	
Age	
School	

Getting to know you – Your life at home
Top 3 things you like doing at home

	1.	
	2.	
	3.	

Top 3 things you dislike doing at home

	1.	
	2.	
	3.	


What you like doing in your spare time? Think about your hobbies, days out you enjoy, activities you like doing, who you like to spend time with



Getting to know you – your life at School
Top 3 things you like doing at school

	1.	
	2.	
	3.	

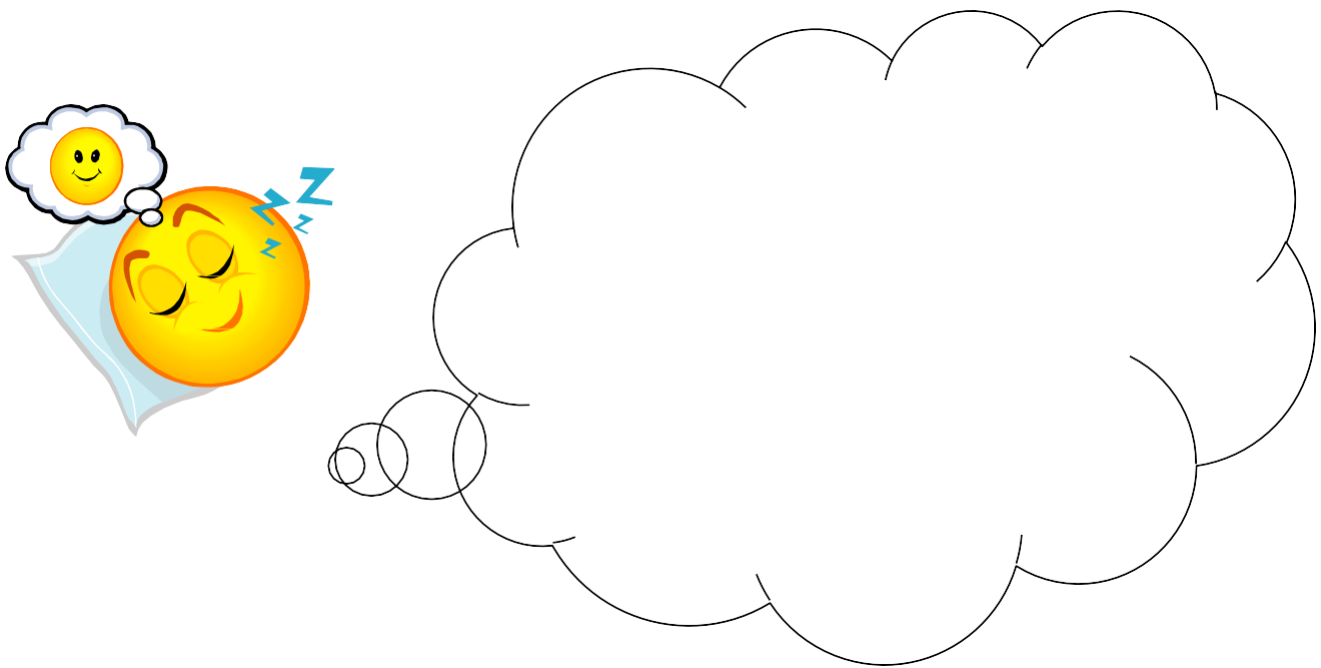
Top 3 things you dislike doing at school

	1.	
	2.	
	3.	

Is there anything we can do to help you more?



Getting to know you – your life in the future: What would you like to achieve in the future?
e.g. learn to ride a bike, join a group or to make new friends



Appendix 5

Getting Ready for your Annual Review (3 - 10 years) - Parental Views

Name of young person:

Age:

School:

What is this form about?

As you will know your child has an Education Health and Care Plan which outlines their strengths and areas of need and also explains the provision they need to support them.

In accordance with the Special Educational Needs Code of Practice the EHCP needs to be formally reviewed every year. This form helps us gather your views and find out what is important to you in relation to your child's needs. Your child will be supported at school to complete a similar form based on their views.

Please either return this form to the school before the review or bring it with you to the meeting.

If necessary please continue on additional sheets and enclose them with the completed form. Alternatively you may prefer to complete the form online (see letter for details). If you have any questions please write these on an additional sheet.

What you like and admire about your child**Great things that have happened, since the last review**

Are there any other comments you would like to make?

Progress and Placement

Are you happy with your child's progress? Yes No

Are you happy with your child's placement? Yes No

If your child is in year 5 have you started thinking about high school placement? Yes No

Are there any new outcomes and/or targets you would like to set?