

Annual Reviews: Guidance: Timetable

Step 1

Obtain advice and information about the CYP from all the relevant professionals and the parent and the CYP themselves.

2 weeks

Step 2

Circulate the reports received along with the invitations to attend the Annual Review meeting.

2 weeks

Step 3

The Annual Review meeting will consider:

- the CYP's progress towards achieving the outcomes specified in their EHCP
- whether the outcomes still remain appropriate
- if their aspirations have changed
- review and set new short term targets
- whether any changes need to be made to the provision including if the placement is still appropriate

2 weeks

Step 4

Following the meeting the school (or host) must prepare a report that includes recommendations for amendments to the EHCP including details where views differ. This must be sent to everyone invited to the meeting within 2 weeks including the LA.

Step 5

The LA has 2 weeks (4 weeks from the date of the meeting) to decide to leave the plan unchanged, amend it or cease it and inform the parent, the YP and the school/setting of its decision

2 weeks

