**EHC Plan - Annual Review Process**

**Education Setting**
- Date set for Annual Review meeting (must be within 12 months of Statement/EHC Plan being finalised or the previous review). Parents/carers/child/young person, professionals & SEN Team advised. *6 months for pre-school children

- Parents/Carers, Young Person, SEN Officer, Health, Social Care and any other relevant/involved people invited to Annual Review meeting and advice sought

- Any written advice/reports received are circulated to everyone invited to the Annual Review meeting

- Person Centred Annual Review meeting takes place

- Written report of the meeting, plus all associated reports/advice etc sent to LA SEN Team and everyone who was invited to attend

**SEN Team**
- Written report of the Annual Review meeting, plus all associated reports/advice etc received by SEN Team

- LA SEN Team decides what action is required in light of the document received

- SEN Team consults with parents/carers/young person and education setting

- Following consultation, if EHC Plan is to be ceased parents/carers/young person notified of their right of appeal

- Needs continue to be met without the need for an EHC Plan

- SEN Team notifies parents/carers/young person that no changes will be made to the EHC Plan and their right of appeal against this decision

- SEN Team sends copy of current EHC Plan and amendment notice of intended changes to parents/carers/young person

- Within 8 weeks of sending amendment notice SEN Team to issue amended EHC Plan and advise parents/carers/young person of right of appeal

- No Changes Required

- Amend

- Cease to Maintain