

### **Reviewing an EHC plan**

EHC plans should be used to actively monitor children and young people's progress towards their outcomes and longer term aspirations. Reviews must focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan. The review must also consider whether these outcomes and supporting targets remain appropriate.

Reviews should also:

- Gather and assess information so that it can be used by early years setting, school or college to support the child or young person's progress and their access to teaching and learning
- Review the special educational provision made for the child or young person to ensure it is being effective in ensuring access to teaching and learning and good progress
- Review any health and social care provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes
- Consider the continuing appropriateness of the EHC plan in the light of the child or young person's progress during the previous year or changed circumstances and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued
- Set new interim targets for the coming year and where appropriate, agree new outcomes
- Review any interim targets set by the early years provider, school or college or other education provider

Reviews must be undertaken in partnership with the child and their parent or the young person, and must take account of their views, wishes and feelings, including their right to request a Personal Budget

The first review must be held within 12 months of the date when the EHC plan was issued, and then within 12 months of any previous review.

The local authority's decision following the review meeting must be notified to the child's parent or the young person within four weeks of the review meeting (and within 12 months of the date of issue the EHC plan or previous review).

### **Review for children transferring between phases of Education**

An EHC plan must be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow for planning and, where necessary, commissioning of support and provision at the new institution.

The review and any amendments must be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools. The key transfers are:

- Early years provider to school
- Infant school to junior school
- Primary school to secondary school

For young people moving from secondary school to a post-16 institution or apprenticeship, the review and any amendments to the EHC plan – including specifying the post-16 provision and naming the institution – must be completed by the 31 March in the calendar year of the transfer.

If you think that a child may require a change in provision please ensure the SEN Casework Officer is notified as early as possible so that the suitable planning and commissioning of a place can be undertaken.

**Guidance about the review process in Darlington**

On the next page we have provided you with a simple flow chart which highlights the key steps to be undertaken during the review process for an EHC plan. Please ensure this process is followed for every review. Please ensure that you send notification to the LA of all review dates for Statements or EHC plans in your school. If you would like a LA SEN Casework Officer to attend a review for a specific child please provide at least 4 weeks' notice.

The review documentation has also changed from 1<sup>st</sup> September 2015 and a copy of the new Annual Person Centred review form is provided for your reference. Electronic copies of this document were emailed to all schools in September 2015. It is essential that the form and any supporting documentation is returned to the LA no later than 2 weeks following the review meeting.

If a child in your school/setting still has a Statement of Special Educational Need please do not convert this into an EHCP. Please refer to the LA Transfer guidance in relation to converting Statements into EHCP which explains which year the conversion will take place and when a LA SEN Casework Officer will be in touch to support the conversion to an EHCP.

### Guidance about the Annual Person Centred Review process in Darlington

From 1<sup>st</sup> September 2015 the review documentation has been updated and changed. This pack provides you with the following important information:

- Reviewing and EHC Plan – key Messages taken from the Code of Practice
- Reviewing timescale for children transferring between phases of Education
- A simple flow chart highlighting the key steps to be undertaken during the review process for an EHC plan
- The new Annual Person Centred Review form

It is really important that you follow every step of the flow chart and adhere to the timescales indicated which are statutory and in line with the new Code of Practice. It is essential that the form and any supporting documentation is returned to the LA no later than 2 weeks following the review meeting.

Please ensure that you send notification to the LA of all review dates for Statements or EHC plans in your school. If you would like a LA SEN Casework Officer to attend a review for a specific child please provide at least 4 weeks' notice.

Electronic copies of the new documentation will be sent to all SENCO's during w/c 7<sup>th</sup> September but additional copies can be requested by emailing [SENQueries@darlington.gov.uk](mailto:SENQueries@darlington.gov.uk)

If a child in your school/setting still has a Statement of Special Educational Need please do not convert this into an EHCP. Please refer to the LA Transfer guidance in relation to converting Statements into EHCP which explains which year the conversion will take place and when a LA SEN Casework Officer will be in touch to support the conversion to an EHCP.

If you have any queries or feedback about the new documentation please contact your SEN Casework Officer.