Guidance Document

For the

Statutory Annual Review of a Statement of Special Educational Needs

Guidance for: Maintained schools
Maintained nursery schools
Academy schools
Non-maintained specials schools
Independent education institutions approved under section 41 of the Children and Families Act 2014
Early Years settings

The Children and Families Act 2014 sets out the timescale by which local authorities must transfer young children and young people who currently have a Statement of Special Educational Needs to the new system, which is 31 March 2018. Durham County Council have published a Transition setting out their plans for this process which can be accessed on the Local Offer website.


For those children and young people who are not in scope for a Transfer Review there is still a requirement to undertake a statutory annual review of their Statement.

This guidance outlines how the statutory annual review process for children and young people with a Statement of Special Education Needs will be managed for County Durham children and young people.

Where a pupil has a Statement of Special Educational Needs, early year providers and schools must co-operate with the Local Authority (LA) and convene an Annual Review meeting on its behalf. Reviews must take place as a minimum annually and within 12 months of the previous Review. Reviews led by the educational institution will engender the greatest confidence amongst the child, young person and their family.

1. Purpose of the Review

The annual review should:

- Focus on the child/young persons’ progress and consider whether the description of needs as set out in the Statement remains appropriate.
- Decide on what changes, if any, need to be made to the Statement in light of the child/young person’s progress or changed circumstances.
- Decide whether there is still a requirement to maintain the Statement and if any future support could be met with a SEN Support Plan.
- Focus on the four Preparing for Adulthood Pathways for children and young people from year 9 onwards. These are:
2. Review Process

The responsibility for organising and facilitating the meeting should be undertaken by the school or setting which the child or young person attends. Schools and education setting are requested to notify the LA of all planned review dates for the academic year as early as possible. Please e-mail to sencasework@durham.gov.uk

Before the meeting the school must:

- Consider if the child or young person needs have changed significantly and if a change of placement is a possibility. If this is the case then providers must liaise with the LA as this would trigger the **Transfer Review Process and the development of an Education Health and Care Plan.** Requests for a change of placement/provision e.g. mainstream school to special school must be evidenced in the supporting paperwork including a recent Educational Psychologist report. A SEND Caseworker would need to attend the meeting. (See guidance document for the Transfer Review Process).
- Convene the statutory annual review meeting with relevant school/setting staff and invite the following to attend with at least 6 weeks’ notice:
  - the child or young person
  - the child’s or young person’s parents/carers
  - involved education health and care professionals
- Prepare documents at least 3 weeks before the review and alert professionals to the need for reports.
- Send out any reports from professionals and provider reports to parent/carers and all professionals involved with the child/young person at least 2 weeks before the review is to be held explaining the format of the review.

**N.B.** Annual review for Looked after Children should be planned to coincide with the review of the child’s Personal Education Plan element of the Care Plan.

3. Local Authority attendance at reviews (please discuss attendance at a review with the Local Authority at least 4 weeks before the planned review date)

The Local Authority will endeavour to attend the annual review for children and young people where the setting has indicated prior to the review that:

- There is likely to be a recommendation that the LA cease the Statement.
- The child or young person’s needs have changed significantly, which may require –re-assessment and/or there is likely to be a change to parental preference. In which case the LA is likely to instigate the Transfer Review Process as set out in 2 above.
The contact telephone numbers to discuss attendance at the annual review meetings are:

Children in early years and up to and including year 8: 03000265878

Children/young people from year 9+: 01325 375985

Children/young people looked after by Durham 03000267800

4. The Annual Review meeting

Person Centred Planning practice recommends that the voice of the child/young person should be considered at the meeting. Other aspects of the meeting can be discussed within the context of the child/young person’s wishes (refer to the guidance document “How to hold a person centred review” Confident School Confident Parents which is available on the Local Offer Website).


- The current Statement must be made available at the meeting as the basis for the review and changes to be discussed.
- The meeting should monitor progress in the Action Plan and agree future targets. It is important that targets relate to the needs of the child. Contextual assessment information should be available so that the current level of functioning in academic subjects can be shared in a parent friendly way.
- Consider whether the Audit Bands which were originally ascribed remain relevant (see guidance document). If changes to the audit bands are suggested additional evidence including supporting reports from professionals at the review and a costed provision map would need to be submitted to the LA.
- There should be some discussion as to whether or not the statement should continue. If the targets have all been achieved and no further targets are required then consider the necessity for continuing the Statement. Should the decision be to cease the statement ongoing support can be delivered with a SEN Support Plan.

5. Recording the outcomes from the meeting

- The “Statutory Annual Review Meeting Record Form for a pupil with a Statement of Special Education Needs” form must be used to record the meeting. At the conclusion of the meeting complete the section “Recommendations of Annual Review Meeting”

6. After the review meeting

- Complete any outstanding issues on the record of the review form.
Amend the current electronic copy of Statement, using Microsoft tracked changes, to reflect updated information and proposed changes. No change should be made to the statement unless there is evidence to support the change. Please include in the tracked change the evidence source. E.g. increase in number of hour 1-1 support for literacy. Evidence source: school report.

**N.B.** Changes to the electronic copy of the current Statement **must** only be made using Microsoft tracked changes. Under no circumstances should amendments to the Statement be made without recording them in “track changes”. Separate guidance on how to use “tracked changes” is attached in Annex 1.

- Save the document with tracked changes as Child's initials tracked changes statement and date e.g. FB tracked changes statement 020415.
- If the meeting recommended the involvement of other agencies ensure appropriate referral is made. *The Local Offer website is a useful source of information.*
  
- Scan the completed SAR meeting record form and the un-amended Statement together with all additional reports/documents.
- Once the Statement has been updated with the tracked changes and the record of the review meeting has been completed all document must be e-mailed within 2 weeks to [sencasework@durham.gov.uk](mailto:sencasework@durham.gov.uk) in two files as follows:
  1. Statement tracked changes word document
  2. The SAR meeting record form, a copy of the un-amended Statement, plus all supporting advice/reports from the Review meeting as one scanned document.

### 7. Local Authority responsibilities

All changes to the Statement submitted to the Local Authority are recommendations. All proposed amendments to the Statement will be considered by a SEND Caseworker. The updated Statement with the agreed amendments will be sent to parents and/or the young person and everyone else involved within 4 weeks from the date of the review meeting.
Tracking changes in Microsoft Word 2010

Word can keep track of changes made to a document marking the text that is added known as insertions, or the text that is removed known as deletions. Sometimes this is helpful if you are working alone but it is especially helpful when someone else is editing your document. You can see what changes are made and you have the option to accept or reject those changes.

Here’s how it works.

Here is a document ‘Treasure Island’. Suppose you want to change the words of the song... ‘Yo-ho-ho, and a bottle of rum!’ to ‘a bottle of milk’.

1. The first thing to do if you want to track changes is to go to the ‘Review’ tab and turn on ‘Track changes’. This option will be highlighted if you are tracking the changes.

2. If you select the word ‘rum’ and type in ‘milk’, the word ‘rum’ will be deleted and the word ‘milk’ is added. You can see the change in the document.

3. If you find it difficult to work in that view go to the ‘Review’ panel and select ‘Final’ from the drop down list. This will only show the changes that you have made. ‘Final: Show Markup’ option shows the change (crossed out) and the edit (underlined). You can also see the bar on the left hand side of the screen to show changes (which is very helpful if you are quickly scanning for changes throughout a document.)
Annex 2


**As soon as possible at the beginning of the academic year**
Inform the LA of all planned review dates via email to sendcasework@durham.gov.uk.

**At least 6 weeks before the review meeting**
Send out invitations to the child/ young person, their parents/carers, involved school staff and all other relevant professionals.

**At least 4 weeks before the meeting**
Where appropriate, discuss attendance of a Local Authority Caseworker at the review.

**At least 3 weeks before the review**
Prepare documents for the meeting and alert professionals to the need for reports.

**The Review meeting**
The review meeting should monitor progress since the last review, set new targets, consider whether existing Audit Bands are relevant and also whether or not the statement should continue.

**Within 2 weeks of the review meeting**
The education setting must complete the review proforma and the tracked changes version of the statement and forward them with all supporting documents to the Local Authority.

**Within 4 weeks of the review meeting**
The Local Authority will decide whether it proposes to keep the Statement as it is, amend the Statement, or cease to maintain the Statement, and notify the child’s parents/carers or the young person and the school or other institution attended.
If the Statement needs to be amended, the Local Authority will review the information and decide what changes to make before issuing an amended Statement.

If the Local Authority decides not to amend the Statement or decides to cease to maintain it, they will notify the child’s parents/carers or the young person of their right to appeal that decision and the time limits for doing so, of the requirements for them to consider mediation should they wish to appeal, and the availability of information, advice and support and disagreement resolution services.