

Annual Reviews – The Two-Side Guide

What are Annual Reviews?

Annual Reviews are a chance to discuss how things are going with everyone involved in your Education, Health and Care Plan. It will look at how the plan has helped you during the past year and what might need to change to keep the plan working well in the year ahead. Annual Reviews happen every year unless things change a lot, for example if you change school or move home. When this happens, we may need to look at your plan before your annual review is due. If you go to an Early Years Setting, your reviews may happen more often because you are growing and changing fast! Whenever your review happens, remember, this is all about you and you will always be asked to be part of your review.

Why do we have them?

Your review is an opportunity to look at what how we planned to support you, and how things have gone. It is a time for us all to think about any changes that need to happen, and how your plan might need to change to support you in the best way. It's also a chance to check that you are still being listened to by those around you, and for you to tell us how you feel about any changes which are suggested. You will probably feel that as you get older the activities you like and dislike are changing, and this might mean that you want us to change what's in your plan too.

Who is involved?

Your review will always be done with you, and your parent or carer unless you are old enough to decide things for yourself without help. We will always listen to you and make sure your views, wishes and feelings are part of the review. We will also ask the adults that have been working with you how they think their support has helped you. Your annual review is usually arranged by your school or college, and might involve teachers, learning support assistants, social workers, doctors or other people you know.

What happens at an Annual Review meeting?

Before the meeting, we will ask everyone to write down their views on how things have gone, and what they think might need to happen next. Everyone will read this and will get together to talk about it. This usually happens at school. You and your parents or carers will have a chance to talk too, and to ask any questions you might have. Usually someone will help to organise and guide the meeting, so everyone gets a fair chance to talk and to listen. They will also probably take some notes to remember what everyone says.

What will happen after the Annual Review?

After the Annual Review meeting, we will decide whether we need to make any changes to your plan to keep it up to date. We will check that any plans or outcomes are the right ones, and that you and your parents or carers understand them fully. Then we will send everyone a copy of your new plan, so they know how to help you in the year ahead.

What if I need to know more?

You can talk to your teacher, social worker or health worker. Or you could visit the local offer website at <http://www.n-somerset.gov.uk/localoffer>. You can also contact the local Special Educational Needs & Disability Information, Advice Service (SENDIAS) known locally as Supportive Parents for independent advice at <https://www.supportiveparents.org.uk> or phone 0117 9897725

Five Steps to having a good Annual Review

1. Your school will talk to you and your parent or carer to let you know it is nearly time for your annual review. This is your opportunity to tell them if you think your EHC plan has helped you. They will want to know if you think anything needs to be changed. You will be able to write your thoughts down to tell us what you think has helped you. This is all about you.

2. The school will arrange a meeting with everyone else that work with you. This will be six weeks after speaking with you. Again, everyone will be interested in what you think. They will want to talk to you and your parents or carers. At this meeting you will have the opportunity to ask questions about your EHC plan and to contribute to what your next plan looks like. They will write your thoughts and comments onto your annual review template, just like you did with the school

If you do not wish to attend the meeting, then the school will ensure your thoughts and wishes are recorded and they will share these at the meeting.

3. Four weeks after the meeting, we will let you and your parent or carer know if we are:

- Not making any changes to your plan, or
- Changing your plan, or
- Stopping your plan

You and your parent or carer will have at least fifteen days to comment and let us know if you agree with the proposed decisions

4. If we don't agree with your comments then we will meet with you to talk about the reasons why. We will also let you know if you still disagree with any decisions made, what you can do next and the time limits and support that is available to help you.

5. When all are happy, we will update your EHC plan and send it to you and all of those that attended your review meeting. This is what we all will be working with for the next twelve months.

