

The process for an Education Health Care Plan (EHCP): How does an annual review work?

WHEN?

The date of the EHCP review is written on the plan itself, if you live in Bristol, you can find this information on page 1 of the Plan. If your child is aged 0-5 years the Plan should be reviewed every 3 to 6 months. For children over 5, the Plan must be reviewed at least annually, but do check the date on the Plan as this can vary and an earlier review may have been planned.

STEP 1: GET NEW ADVICE & SET A DATE



If you think new advice is needed, due to changes in your child's needs, contact your inclusion officer (IO) & setting SENDCo 4 months before the review date. Ask them to obtain new advice & set a find a date for the review meeting

STEP 2: RECEIVE ANY DOCUMENTS



You must receive any new reports along with a report from the education setting & anyone already involved in delivering the support within the Plan, (eg. a 1:1) at least two weeks before the meeting takes place

STEP 3: ATTEND THE MEETING



A date should have already been established for you to attend the review meeting, which is normally carried out by the setting SENDCo & IO. It is helpful if you take notes to talk about any changes or things that are going well

STEP 4: PAPERWORK



2 weeks later the SENDCo **must** send the paperwork to the IO. 4 weeks after the meeting the IO **must** tell you if there will be any changes & send you a copy of any proposed changes. You have 15 days to give feedback on any changes & to request a different setting in Section I

STEP 5: A FINAL PLAN



Sometimes, no changes are made to a plan in which case the final Plan should be issued 4 weeks after the meeting. But where changes are made, the new final EHCP must be issued ASAP but no later than 12 weeks after the meeting