

A One Minute Guide for – Annual Reviews

What is an Annual Review?

The [annual review](#) is a process of gathering updated information on a child and/or young person's progress.

The purpose of an Annual Review

To review the EHCP and considers a child and/or young person's progress towards achieving the [SMART targets](#) stated in the EHCP and whether any changes need to be made.

When do Annual Reviews happen?

An EHCP must be reviewed within one year of the first final EHCP being issued or the most recent annual review.

Those involved in an Annual Review

The SENCo arranges the annual review, inviting the child/young person and their family, as well as relevant representatives from education, health and social care services.

Timeline (process)

2 weeks before the meeting - Any reports (including parental submissions) must be circulated at least two weeks before the meeting.

The meeting – Those invited discuss the progress the child/young person has made toward achieving their outcomes, and any recommended changes to the EHCP..

Within 2 weeks of the meeting – The school/SENCo should send everyone a report of the meeting, using our preferred Annual Review template. This should state any recommended changes.

Within 4 weeks of the meeting - Bradford Council will write to you informing you of the outcome, whether this is: amend the plan, leave it unchanged, or cease to maintain it.

If we've agreed to amend the plan we will do so without delay, and finalise a new version of the EHCP within 8 weeks of us writing to you. If you disagree with the new contents of an EHCP, or the council's decision to keep it unchanged or cease to maintain it, you have the right of appeal to the SEND Tribunal.

Where can I get further information, advice and support?

- If you require any further information, contact the school SENCo in the first instance.
- Information Advice and Support Service ([SENDIASS](#)) – 01274 513300
- For full details on Annual Reviews please visit the link to Bradford's Local Offer: <https://localoffer.bradford.gov.uk/service/761-a-education-health-and-care-plan-review>
- For further information please visit <https://www.ipsea.org.uk/annual-review>