



HELP AN
INFORMATION
FOR FAMILIES
WITH SPECIAL
NEEDS AND
DISABILITIES
BRADFORD AND DISTRICT
LOCAL OFFER

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Annual Reviews



A One Minute Guide

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 monitor a child and/or young person's progress towards achieving the [Long and Medium term outcomes](#) stated in the EHCP. The purpose of the review is not to update the EHC plan. For more info [click here](#).

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. Children under 5 will have 6 monthly reviews. A school should monitor the progress of the child / young person prior to the annual review and meet families at least 3 times during the year.

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)

At least 2 weeks before the meeting - Any reports (including parental submissions) must be circulated at least two weeks before the meeting. If the school are proposing any amendments to the EHC plan these proposals should have been given to the family and young person at least 2 weeks prior to the meeting. An agenda should also be distributed.

The meeting – should be child and young person focussed. Those invited will discuss the progress the child/young person has made toward achieving their outcomes. Any further agenda items can also be discussed.

Within 2 weeks of the meeting – The school/SENCo should send all invited the minutes of the meeting, using the Bradford Annual Review template. Actions should be clearly identified on the paperwork in the relevant sections. *A new portal system will be trialled academic year 22/23.*

Within 4 weeks of the meeting - Bradford Council will write to you informing you of the outcome, whether this is to: 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 (12 weeks following the review). 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.
SEND Information Advice & Support Service ([SENDIAS](#)) – 01274 513300
For full details on Annual Reviews visit Bradford's Local Offer [Annual Reviews Overview](#)
For further information please visit [IPSEA Annual Reviews](#)