

Our Ref: EST/EHE/Covid-19

Department of Children's Services
Aiming High for Children

To the Parent/Guardian of

SEND Integrated Assessment Team
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15th January 2021

Dear Parent/Guardian

Re: FAQs on Annual Reviews during lockdown – January 2021

We are writing to you because we believe your child or young person to have an Education Health and Care (EHC) plan and you may require some support and assistance during the current lockdown. As a service, we are here to help during this period of uncertainty and have included some information and tried to answer some of your questions below.

I have an annual review in the next few weeks, will this still go ahead?

Since the first lockdown, schools have been successfully holding annual reviews virtually using either video platforms or conference calls. We are expecting that annual reviews will take place with schools continuing to hold these through virtual means.

The new annual review paperwork, launched in June 2020, works well in both virtual and face-to-face meetings. The report is split into two parts,

- Part 1 is to be completed before the meeting and distributed at least two weeks prior to the meeting date for all parties invited to read.
 - We have also asked schools to begin gathering this information at least 6 weeks before the review meeting giving everyone invited at least 4 weeks to contribute.
- Part 2 is to be completed at the annual review and is a record of the discussion held with a specific section for schools to record any actions

When will my child's EHC plan be updated?

The local authority will triage all EHC plans following an annual review to make the decision if an EHC plan is to be amended or not. The DFE have advised that the local authority should consider amending EHC plans at statutory phase transfers – EYFS, Year 6 into 7 and Year 11 into post 16 providers.

The local authority may also update an EHC plan when significant amendments are required to sections B and F following an annual review. If the local authority decides not to amend an EHC plan a letter will be provided to families notifying them of this decision.

My child or young person is in year 6 or year 11. When will I find out where they are going for year 7 or post 16?

The Local Authority is working hard to ensure that the phase transfer (children and young people moving between year 6 and 7 and from year 11 to post 16 education./training) process is completed within the statutory time limits.

If you have any further queries or wish to discuss a specific situation then please contact our service on:

- SEN@bradford.gov.uk
- 01274 435750

We will endeavour to support you as best as possible.

Yours faithfully,



Charlie Lowe
Assistant Team Manager
SEND Integrated Assessment Team