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## Annual Review - Frequently Asked Questions

**What is the name of the team that manages the [annual review](#) process in the council?**

The Integrated Assessment team is responsible for amending [EHC plans](#) following an annual review. Your school/college has the delegated responsibility of coordinating the annual review, suggested amends are then forwarded to the council within 10 working days.

**How often should my plan be amended?**

The [SEND Code of Practice](#) suggests that EHC Plans are not expected to be amended on a very frequent basis. However, an EHC plan may need to be amended at other times (in addition to the Annual Review) where, for example, there are changes in health or social care provision resulting from minor or specific changes in the child or young person's circumstances, but where a full review or re-assessment is not necessary.

**How long after the annual review should I find out if the EHC Plan is going to stay the same or be amended?**

You should receive notification within 4 weeks of the annual review if we (the Local Authority) intend to:

- Maintain but make **no amends** to the plan
- Maintain but make **amends** to the plan
- Intend to **cease** the plan

**Should I visit a pre-school/school or college before expressing my preference?**

It is strongly recommended that you visit any new education setting before telling us which one you would prefer for your child. This may not always be possible and a lot of settings now have virtual tours and open events

It is suggested that you speak with the Special Needs Co-ordinator (or the person who does that role) of that education setting to talk about your child / young person's needs. It would be helpful if you took a copy of the draft EHC Plan with you.

For more information please view Bradford's [Transition Planning Guidance](#).

### **What happens once I have asked for changes to the EHCP?**

If you have requested changes to the EHC plan, these will be considered by a senior member of the Integrated Assessment Team. We will contact you to discuss if there are any issues with making the requested changes.

### **What does the Integrated Assessment Team do after they have drafted the changes on the EHCP?**

The Integrated Assessment Team will have sent the 'Notice of changes to the EHC Plan' and any up-to-date reports to identified educational placements. This should be, in most cases, your child/ young person's current educational placement (nursery/ pre-school, school or college).

If a change of current educational placement has been requested, and the Integrated Assessment Team are already aware of your preference, then a copy of any up to date reports and notice of changes to the EHC Plan will also be sent to the setting.

If your child / young person is due to transfer to another education placement at the end of the academic year (e.g. starting school, Year 2 or Year 6, year 11), then the EHC Plan will be referred to the designated school for your home address (as well as any preferred placement, if known). Once the Integrated Assessment Team have received your reply telling us your preferred education placement then, if the EHC plan has not already been sent, a referral will be made to that placement.

### **How long do educational settings have to confirm whether they are able to meet the identified needs/request for provision?**

Educational settings have 15 days to respond to whether they are able to meet the needs outlined in the EHC Plan.

### **What is a consultation?**

Consultation is the term used when the Integrated Assessment Team send a copy of a child's EHC plan to an educational setting and ask them to state whether they are able to meet the special educational needs.

### **What happens if the educational setting says they can no longer meet my child's needs?**

If your child's pre-school, school or college say they can no longer meet your child's needs, it is important that everybody works together to resolve any issues.

The Integrated Assessment Team will work closely with any educational setting not able to meet a child/ young person's needs to resolve any issues regarding placement. If the issues

are not able to be resolved, then the Integrated Assessment Team may consult with alternative settings.

### **I would like my child to attend a specialist placement, what do I do?**

Following the review meeting, it may be felt that your child or young person needs to attend a specialist placement for their needs to be met and outcomes achieved.

You or the school are able to request this as part of the EHCP review process, by either putting it in writing or on the form that comes with your proposed amended EHCP.

The Integrated Assessment Team will send consultations to the setting or settings you have identified.

The Integrated Assessment Team will then present your child / young person's case to the EHC Panel for a decision. The Integrated Assessment Team will let you know the decision within 5 working days of the EHC Panel meeting.

The EHC Panel decision will be based on whether the specialist setting is right for your child's or young person's age, ability, special educational needs and the efficient education of their peers and the efficient use of resources.

### **How are families informed by the outcome of the EHC panel?**

Families will receive formal notification of the panel decision in writing or by direct contact.

### **How long will it take to receive the final amended EHC Plan?**

The final Amended EHC Plan should be received within 8 weeks of receiving the 'Notice of Proposed Changes to the Education, Health, and Care Plan' document.

You will be informed if there is a delay to this timescale.

### **What happens if I do not agree with the content of the EHCP or the education placement in the amended EHC Plan?**

When the Amended EHC Plan is finalised you will then have the right to appeal. If you do not agree with a decision made during the review process, there are a number of steps you can take.

You can contact the Integrated Assessment Team and discuss your concerns first.

If you still are not happy you can then appeal the decisions.

Before you can appeal you will need to consider mediation – this can be done by contacting Global Mediation services ([Collis Mediation](#)). If you do not think mediation will be helpful you

will need to ask for a mediation certificate before you can formally lodge an appeal with the [First Tier Tribunal](#).

You have 2 months from the date of the final plan or 30 days from the date on the mediation certificate (whichever is greater) to lodge an appeal.