



ANNUAL REVIEW OF EHCP POLICY & PROCEDURE



SEPTEMBER 1, 2016

Reviewed July 2017
Reviewed June 2018

Annual Review Procedure for completing an Education, Health Care Plan

Guidance for Staff

INTRODUCTION

The purpose of a Statutory Assessment of Special Educational Needs under the Education Act 1996 is to gain a clear picture of the young person as a whole person in terms of educational and social strengths as well as educational weaknesses and difficulties. The LEA must seek educational advice from the school that the young person is currently attending.

The local authority would carry out an EHC plan statutory assessment for young people:

- Who have social care and/or health as well as educational needs or in some exceptional cases educational needs only
- Whose special educational needs (SEN) are long term, severe, profound and complex
- Who have not responded to sustained, relevant and purposeful measures taken by the school, setting and external agencies
- Who need SEN provision which cannot reasonably be provided within the resources normally available to mainstream schools.

Once statutory assessment has taken place and a child is issued with an Education, Health Care Plan. There is a statutory duty to complete an Annual Review every 12 months. In some circumstances reviews might have to be carried out earlier than the allocated 12 months.

As PHS is an independent school which accommodates pupils from a number of local authorities, we need to be familiar with the review process from the Local Authority in which the child resides and at times the Local Authority who finances the placement.

The leadership team at PHS offers training yearly for EHCP and ongoing support to all staff.

Reviews should:

- Focus on and monitor progress towards short and long term outcomes
- Consider if outcomes and supporting steps remain appropriate
- Gather information about strengths and needs across education, health and care
- Assess effectiveness of provision
- Consider the continuing appropriateness of the EHC plan in the light of the child/young person's progress or changed circumstances

REVIEW PROCESS AT PHS –

Prior to the Meeting

- School Admin will set all review dates at the beginning of each school year.
- Authorities are notified of the dates at the start of the school year
- Staff are given the dates at the start of the school year for the whole school
- Admin will remind staff in the daily staff briefing of all the reviews which are due that term, (6-8 weeks' notice)
- Admin will upload live EHCP paperwork onto the server 6 weeks prior.
- Admin will invite all attendees officially 2-3 weeks before the meeting date.
- Year tutors are responsible for the EHCP paperwork. They must ensure all staff complete the PHS Education report at least 3 weeks before the meeting
- Year tutors must ensure the pupil views are completed prior to the meeting.
- Year tutors must ensure parent views are completed prior to the meeting.
- Year tutors are responsible for ensuring all other professionals' reports and contributions are available prior to the meeting
- Year tutors are responsible for holding and chairing the meeting.

Day of Meeting

- Year tutors need to encourage the pupil to attend and provide them with an opportunity to express their views/give them a voice.
- In the staff morning briefing on the day of the meeting, staff must organise an appropriate room for the meeting and order refreshments with the kitchen.
- Year tutors must complete the record of meeting form during the meeting. It is good practice to both add the school views on the form and identify short and long term objections prior to the meeting which can then be discussed and agreed/amended. (It is difficult to chair the meeting and complete the form at the same time).
- Year tutors must ensure a comprehensive record of who attended the meeting with contact details
- Year tutors must ensure an updated transition plan is completed for any pupils Year 9 or above.

Following the Meeting

- Year tutor must ensure all paperwork is fully completed and handed to the office within 5 days
- Admin will type and check paperwork where required and it will be passed to the Head Teacher to check prior to being sent out.
- Admin will email completed paperwork to Local Authority within 7 days.