**Annual Review Actions (AR) Actions checklist**

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|  | Action to be taken | Action date | Date of action |
| 8 weeks prior to the AR meeting | If you have significant concerns about a child or young person please discuss these with your SEN officer at this point. |  |  |
| Write to the parents/young person inviting them to the meeting.  The **letter** asks parents/young people to name anyone that they would like to invite to the review and gives information about getting support. With the letter include the **form** for them to record their views and wishes. Parents are asked to respond within two weeks. |  |  |
| 6 weeks prior to the AR meeting | As soon as the meeting is confirmed, send your SEN Officer **notification** of the meeting date and time, highlighting if and why their attendance is requested. Upon receipt, the SEN officer will provide current information held by the authority on transport or a personal budget if appropriate, to the school/setting, at least 3 weeks before the Annual Review meeting. |  |  |
| Invite all relevant people to provide updated reports and attend the meeting. |  |  |
| Support the child or young person to think about and **record** his/her views and wishes. |  |  |
| Check parents know that they can ask for support from SENDIASS |  |  |
| Prepare for the best participation at the meeting: allow sufficient time, choose a space where people have enough space to sit and write comfortably and see and hear each other. |  |  |
| 4 weeks prior | Prepare the **school/setting report** for the annual review. |  |  |
| 3 weeks prior to the AR meeting | The parent, child/young person returns a record of their views |  |  |
| Practitioners return updated reports and confirm whether they are attending |  |  |
| Collate updated reports, the parent and child or young person’s views and send to all those attending the meeting |  |  |
| 1 week prior to the AR meeting | Ensure that the child or young person knows that it is his/her meeting. Give them choices where possible (seating arrangements, refreshments, music). Check how he/she wishes to contribute. |  |  |
| Agree chairing and recording roles. |  |  |
| Prepare what to say and take any information required to the meeting. Be clear what is important for the child/ young person. |  |  |
| Check the support the family wants (if any) |  |  |
| Print a copy of the **Parent (and young person) evaluation forms** to give out at the meeting. |  |  |
| See the AR meeting agenda attached for how to structure the meeting | | | |
| Within 2 weeks of meeting | Send a **complete record of the meeting** to the relevant North/Central/South SEN Area Team e-mail address along with an annotated copy of the EHCP with any changes proposed and any other supporting other paperwork listed on the meeting record form. |  |  |
| Within 4 weeks of meeting | Your SEN Officer will write the child’s parents or young person to inform them as to whether the Local Authority proposes to keep the plan as it is, amend it or cease to maintain it. |  |  |
| Within 8 weeks of the notice letter | Where we propose to amend the plan the SEN team will send a copy of the EHC plan with the proposed amendments highlighted to the parents/ young person. Parents may wish to request a meeting to discuss the changes. They then have 15 days to comment. |  |  |
| Following the comments from parents /young person the Local Authority will decide whether to issue a further amended plan, or notify the parents or young person why amendments are not being made. |  |  |
|  | A final EHC plan will be then be issued. |  |  |

**N.B. From the SEND Code of Practice** -2015:*9.173 As part of the review, the local authority and the school, further education college or section 41 approved institution attended by the child or young person* ***must*** *co-operate to ensure a review meeting takes place.*

**Model agenda for an Annual Review meeting**

Please remember to check whether there are any safeguarding concerns at an appropriate point in the meeting.

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| 1 | **Welcome, introductions and purpose**   * Record attendees, non-attendance and reports submitted on the Record of Annual Review form (RoAR) * Ensure that everyone has access to all of the papers | Chair | 5 mins |
| 2 | **The child or young person’s voice**   * Highlight achievements and successes * Identify aspirations | All | 10 mins |
| 3. | **The parent or carer’s views**   * Highlight achievements and successes * Confirm aspirations * Identify things that need to improve or change | Parent/Carer | 10 mins |
| 3 | **Review progress**   * Review progress towards achieving outcomes in ***Section E*** * Review that current outcomes remain appropriate or if required agree new ones * Review short term targets and set new ones * Review special educational provision in ***Section F*** and the arrangement of delivery to ensure that it is still appropriate *and* is enabling good progress * Review health and social care provision and check the effectiveness towards achieving the outcomes * Check if aspirations (both child/young person and parent/carer) have changed * Check if the parent/carer or young person would like to request a Personal Budget | All | 45 mins |
| 4 | **Other information**   * Ensure that personal information is accurate and up to date * Note any changes in the child or young person’s needs in ***Section B*** (~~strikethrough~~ for deletions and red type for additions) * Does the plan need amendment? * Is the plan still required? * All reviews from year 9 must include a focus on preparing for adulthood (statutory) | All | 15 mins |
| 8 | **Summarise**   * Key actions * Any areas of disagreement | Chair | 5 mins |
| 9 | **Conclusion**   * Give out **evaluation forms** * Confirmation of timescales for remaining processes * Thanks | Chair | 5 mins |