

Agenda for EHC Plan Review Meeting

The Local Authority has a statutory duty to complete a review for every child or young person with an EHC Plan and this should take place within 12 months of the date when the review was issued, and then within 12 months of any previous reviews. Schools and institutions will be required to organise and facilitate the review meeting on behalf of the Local Authority. The EHCP review should focus on the child's or young person's progress towards achieving the outcomes specified in the EHCP and consider whether the outcomes and supporting targets remain appropriate. The school or institution must complete and send, within two weeks of the meeting, the EHC review report form and this must set out recommendations on any amendments required to the EHC plan, and should refer to any difference expressed by others attending the meeting. The Local Authority must within 4 weeks of the review meeting decide whether to keep the EHC plan as it is, amend the plan, or cease to maintain the plan, and notify the child's parent or young person and the school or other institution attended.

This agenda and guidance notes are provided in order to assist the key person with the conduct of the EHCP Review Meeting:

1. Introductions and apologies
2. Consider any reports circulated in advance on the meeting including child's/young person's/parent/carers views and the interim targets (circulated up to two weeks prior to the meeting)
3. Purpose of EHC review:
 - ⇒ must focus on progress towards achieving outcomes in EHC.
 - ⇒ must consider whether these outcomes and supporting targets remain appropriate.
 - ⇒ should gather and assess information so that it can be used by early years settings, schools or colleges to support the child or young person's progress and their access to teaching and learning
 - ⇒ should review the special educational provision made for the child or young person to ensure it is being effective in ensuring access to teaching and learning and good progress
 - ⇒ should review the health and social care provision made for the child or young person and its effectiveness in ensuring good progress towards outcomes
 - ⇒ should consider the continuing appropriateness of the EHC plan in the light of the child or young person's progress during the previous year or changed circumstances (including change of placement, funding, personal budget, transport) and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued

EHC Plan Review Meeting Guidance for Schools and Institutions – September 2015

- ⇒ should set new interim targets for the coming year and where appropriate, agree new outcomes
 - ⇒ should review any interim targets set by the early years provider, school or college or other education provider
 - ⇒ should include the review of any existing Personal Budget arrangements including the statutory requirement to review any arrangements for direct payments
4. Discuss forward planning/transition plan in relation to transitional phases e.g. nursery to reception, secondary transfer, change of placements etc. Identify further actions required with strategies, recommendations etc.
 5. Discuss forward planning/transition planning for Year 9 and above (employment, independent living, good health and participation in society). Year 9 should have a particular focus on considering options and choices for the next phase of education. Agree changes to EHCP to build into transition planning for Year 9 and above. Identify further actions required with strategies, recommendations etc.
 6. Consider changes to CRISP, Banded Funding, Requests for Personal Budget, Transport, (including independent travel)
 7. Further action required with strategies, roles and responsibilities identified
 8. Summarise agreed conclusions, recommendations and actions
 9. Complete Education, Health and Care Plan Report, record any amendments to the EHCP on an annotated plan, record differing views and make recommendations
 10. Date of next review
 11. Close of meeting