

Checklist for the EHC Plan Review Process

	Have you...	Done ✓	Date
Preparation for the EHC Plan Review Meeting	<p>Made the arrangements for the EHC Plan review as early as possible including setting the date within 12 months of either issuing the EHC Plan or the previous review.</p> <p>Prepared and planned early for the EHC Plan review meeting and liaised with the child/young person, parents and involved agencies.</p> <p>Met with the parents/young person in good time prior to the meeting to explain the reasons and process</p>		
	<p>Considered if the EHC Plan should be ceased? If so discuss with parent/carer at this point. Explain the purpose of a support plan</p>		
	<p>Prepared the paperwork for the EHC Plan review and circulate copies of all relevant documentation received to all those invited to the meeting at least two weeks before the meeting.</p>		
	<p>Issued invitations to the parents, the child or young person, a representative of the school or institution, a LA SEN officer and involved education, health and social care professionals. This must be sent at least two weeks before the meeting.</p>		
	<p>Requested advice and information from all those invited in good time so that these can be circulated at least two weeks before the meeting.</p>		

	Started to think about if any changes are required to the EHC Plan		
	Started to think about using person centred approach (methods that you will use to engage child, young person, parent/carer)		
	Considered whether an interpreter is required and how this will be provided		
During the meeting	Use person centred approaches for the duration of the meeting. I.e. Putting the child/young person and family at the centre of the meeting.		
	Discussed progress towards achieving outcomes and whether they remain appropriate.		
	Reviewed the special educational, care and health provision to ensure good progress is made.		
	Incorporated the child/young person and parents' views and aspirations.		
	Discussed, agreed and recorded any changes required to the EHC Plan		
	Set and agreed new long term, short term outcomes and interim targets as appropriate		
	Identified and discussed any changes e.g. CRISP, Banded funding, transport (including independent travel) and options for personal budgets (follow agenda)		
	Considered for Year 9 and above planning for transition to adulthood including employment, independent living and participation in society.		
	Completed the EHC Plan review report, recorded differing views and made recommendations		
	Summarised the meeting, agreed actions and		

	recommendations and set date for next review		
After the meeting	Completed the EHC Plan review report and set out the recommendations.		
	Sent EHC Plan review report together with any other reports to everyone invited within two weeks of the meeting.		
	Sent EHC Plan review report and any other reports (including, if required, the annotated EHC Plan) to SENAR within two weeks of the meeting.		