

<u>Timeline on the Review Process for an Education, Health and Care Plan</u>	
Process:	Timescale
Identifying who needs an EHC Plan Review: The Local Authority must write to schools or institutions, social care and health service with a list of all pupils on roll requiring an EHC review that term.	Two weeks before the start of each term
The frequency of EHC Plan Reviews: The Local Authority has a statutory duty to complete a review for every child or young person with an EHC Plan. The Local Authority must arrange for a review of a child or young person's EHC Plan as a minimum every 12 months. The first review must be held within 12 months of the date when the EHC Plan was issued, and then within 12 months of any previous review. In some circumstances reviews may be carried out earlier (for example for younger children or due to a significant change in needs).	Every 12 months
Setting the date for an the EHC Plan Review: School or institution make the necessary arrangements for their pupil or young person's EHC Plan review, including setting the date within 12 months of either issuing of the EHC Plan or the previous review. School or institution need to prepare and plan early for the EHC Plan review meeting and liaise with the child/young person, parents and involved agencies.	Every 12 months –preparation and planning
Papers for an EHC Plan Review: School or institution will prepare the paperwork for their pupil or young person's EHC Plan review and must circulate copies of all relevant documentation received to those invited to the meeting.	Prior to the meeting
Issuing invitations for an EHC Plan Review: School or institution must invite: <ul style="list-style-type: none"> ⇒ the child or young person's parents ⇒ the child or young person ⇒ a representative of the school or other institution attended ⇒ a Local Authority SEN officer ⇒ involved education, health and social care professionals 	At least two weeks before the meeting

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<p>Requesting advice for an EHC Plan Review: The school or institution must seek advice and information from all those invited about the child or young person's progress towards achieving the outcomes specified in the EHC plan and any other matters relating to their progress. This must be circulated to all those invited at least two weeks before the meeting.</p>	Up to 2 weeks before the meeting
<p>Approach used during the EHC Plan Review: The EHC plan review must use a person centred approach and must be undertaken in partnership with the child and their parent or the young person and must take account of their views, wishes and feelings. Children, parents and young people should be supported to engage fully in the review meeting.</p>	Full involvement of child, young person, parent and carer
<p>The purpose of an EHC Plan Review meeting: The EHC plan review::</p> <ul style="list-style-type: none"> ⇒ 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 and whether changes are required including any changes to outcomes, enhanced provision, change of educational establishment or whether the EHC plan should be discontinued ⇒ should set new interim targets for the coming year and where appropriate, agree new outcomes 	During the EHC plan review meeting

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<p>⇒ should review any interim targets set by the early years provider, school or college or other education provider</p> <p>⇒ should include the review of any existing Personal Budget arrangements including the statutory requirement to review any arrangements for direct payments.</p>	
<p>The purpose of a EHC Plan review for young people aged 14+ - Preparing for adulthood</p> <p>All reviews taking place from Year 9 at the latest and onwards must include a focus on preparing for adulthood, including employment, independent living and participation in society. This transition planning must be built into the EHC plan and where relevant should include effective planning for young people moving from children's to adult care and health services. It is particularly important in these reviews to seek and to record the views, wishes and feelings of the child or young person. The review meeting organiser should invite representatives of post-16 institutions to these review meetings, particularly where the child or young person has expressed a desire to attend a particular institution. Review meetings taking place in Year 9 should have a particular focus on considering options and choices for the next phase of education.</p> <p>As the young person is nearing the end of their time in formal education and the plan is likely to be ceased within the next 12 months, the annual review should consider good exit planning. Support, provision and outcomes should be agreed that will ensure the young person is supported to make a smooth transition to whatever they will be doing next – for example, moving on to higher education, employment, independent living or adult care.</p>	Year 9 and above EHC reviews
<p>After the EHC Plan review meeting – The School or Institution:</p> <p>The school or institution must prepare and send a report of the meeting, together with any other reports, to everyone invited within two weeks of the meeting. The report must set out recommendations on any amendments required to the EHC plan, and should refer to any difference to this expressed by others attending the meeting.</p>	Within 2 weeks of the review meeting

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<p>After the EHC Plan review meeting – The Local Authority: Within four weeks of the review meeting, the Local Authority must decide whether it proposes to:</p> <ul style="list-style-type: none"> ⇒ keep the EHC plan as it is, ⇒ amend the plan, ⇒ or cease to maintain the plan, ⇒ and notify the child’s parent or the young person and the school or other institution attended. 	<p>Within 4 weeks of the review meeting</p>
<p>The EHC Plan – Keep the plan as it is If the Local Authority decides not to amend the plan or decides to cease to maintain it, they must notify within 4 weeks of the review meeting the child’s parent or the young person of their right to appeal that decision and the time limits for doing so, of the requirements for them to consider mediation should they wish to appeal, and the availability of information, advice and support and disagreement resolution services.</p>	<p>Within 4 weeks of the review meeting</p>
<p>The EHC Plan – Amend the plan If Local Authority proposes to amend the EHC plan it must within 4 weeks of the review meeting</p> <ul style="list-style-type: none"> ⇒ send the child’s parent or the young person a copy of the existing plan and a notice of amendment together with copies of any supporting evidence ⇒ inform the child’s parents or young person that they may request a meeting with an officer of the Local Authority ⇒ inform the child’s parents or young person that they are given 15 calendar days to comment and make representations <p>The Local Authority issues a final version of the EHC plan within 8 weeks after the notice and advises the child’s parent or young person of their right of appeal and the time limit for doing so, of the requirement for them to consider mediation should they wish to appeal, and the availability of information, advice and support and disagreement resolution services.</p>	<p>Within of the 12 weeks of the review meeting.</p>

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<p>The EHC Plan – Cease to maintain the plan: If Local authority decides to consider ceasing to maintain a child or young person’s EHC plan it must within 4 weeks of the review meeting:</p> <ul style="list-style-type: none"> ⇒ inform the child’s parents or young person in writing: ⇒ consult with the child’s parents or the young person ⇒ offer to meet with the child’s parent or the young person ⇒ consult the school or institution that is named in the EHC plan <p>The Local Authority must confirm the decision in writing to the child’s parent or young person and the school or institution. This should be within 6 weeks of informing the parents or the young person. The child’s parent or the young person must be notified of their right to appeal that decision and the time limits for doing so, of the requirements for them to consider mediation should they wish to appeal, and the availability of information, advice and support and disagreement resolution services.</p>	<p>Within 10 weeks of the review meeting.</p>