



## COMPLETE GUIDE TO ANNUAL REVIEWS

### Annual Reviews : What you should know

- All statements must be reviewed at least annually. This ensures that once a year the parents, pupil (when appropriate), the Local Education Authority (LEA), the school, and all the professionals involved have an opportunity to consider any progress the pupil has made and whether any amendments needs to be made to the statement.
- It is the LEAs responsibility to ensure that such a review is carried out within 12 months of making the statement or of the last review.
- Although it is the LEAs responsibility to ensure the review is carried out, it is normally the job of the school to organise and host the review. The LEA writes to head teachers at the beginning of each term notifying them of all the children on roll at their school that will require an annual review that term.

### The Annual Review should try to:

- Assess the child's progress towards the objectives in the statement
- Review the special provision made for the child
- Consider the appropriateness of the statement; whether to make any amendments to it or cease to maintain it
- Set new targets for the coming year

### The School's and LEA's Responsibilities towards you.

- The LEA must write to all head teachers before the start of each term notifying them of all the names of children on roll at their schools who will require an annual review that term.
- The head teacher must provide the LEA with a report following the meeting- 10 school days after the meeting.
- The LEA must provide similar lists to the health authority, social services, and educational psychology services including names of all children with annual reviews in the forthcoming terms and which schools they attend.
- The head teacher (or designated qualified teacher) must request written advice from the child's parents, anyone specified by the LEA, and anyone else the head teacher considers appropriate.
- The head or designated teacher must also circulate a copy of all advice received to all those invited to the review meeting at least two weeks before the date of the meeting.



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### Who Should Attend

The head/designated teacher must invite:

- The child's parents
- A relevant teacher
- A LEA representative
- Any other person the school or LEA consider appropriate

Parents should be encouraged to contribute their views. Where possible, pupils should also be actively involved in the review process, and may attend part or all of the review meeting.

Amendments to the statement are only likely to be recommended if:

- Significant new evidence has emerged
- The child's needs have changed significantly
- The provision should be amended to meet the child's changing needs
- The child should change schools (for example at a phase transfer)

Following the meeting, the school's report should be written as quickly as possible to summarise the outcomes of the annual review meeting. The head teacher must send a copy of the report to all concerned in the review, including the parents and any relevant professionals.

The LEA concludes the review process by considering the report of the school and the recommendations in it. In particular the LEA must decide whether to amend or cease to maintain the statement.

Parents now have a right to appeal to the SEND tribunal if the statement is not amended according to their request following annual review.

### The Year Nine Review

- Is important because it is when the young person's transition plan is initially drawn up
- A representative from the Connexions Centre must attend the Year Nine Review

### Need More Information?

If you need more help and advice with Annual Reviews or anything else to do with Special Educational Needs, then make sure that you contact Full of Life's Parent Partnership Service.

This is a FREE service to anyone who has children with special educational needs.

#### Contact Information:

Allison Ambrogi

Telephone : 0208 960 9064

Email : [ppo@fulloflifekc.com](mailto:ppo@fulloflifekc.com)