The Annual Review Process

Invitations and advice Invitations sent out to: Parent or young person 2 weeks before Early years provider/school/college meeting LA officer (SEN) Health and social care professionals Any other relevant people Advice and information must be sought and circulated The Meeting Report produced School produce a report setting out any recommendations from the meeting (eg 2 weeks after changes to the plan or placement) meeting Report is sent to SEN and to all those who attended the meeting. LA decide whether to maintain the plan with no changes, amend the plan, or cease to maintain the plan. Letter issued to parent/young person, professionals and **Amend** Maintain setting informing parents of or cease their right to appeal the 4 weeks after decision if they disagree. meeting Step 3: Issuing a draft EHCP Draft EHCP sent to parents/young person with the decision letter Parents/young person have 15 days from the date of the letter to comment on the draft ECHP Parents/young person request their choice of education setting Step 4: Finalising the plan Within 8 weeks of issue of Local authority seeks placement proposed Final EHCP issued, confirming placement and informing of the right to appeal if amended they disagree with the contents of the plan or the placement.