

## The purpose of the annual review is to look at:

- ✓ **progress since the last review**
- ✓ **changes in educational needs**
- ✓ **and whether the help the child/young person gets continues to meet their needs**

## Who will take part in the annual review?

- ✓ **You as the child/young person's parent(s) or carer(s).**
- ✓ **The child/young person – their views on their progress and hopes for the future are important – they should attend for at least part of the meeting.**
- ✓ **A school representative – this could be the special educational needs co-ordinator (SENCO), headteacher or class teacher.**
- ✓ **Other professionals e.g. the educational psychologist, speech and language therapist.**

It is not always possible for all professionals to attend the review meeting but, if requested, they usually write a report that can be discussed at the meeting.

## What is involved in the annual review process?

The review falls into four parts:

1. collecting information
2. the meeting
3. the report of the meeting
4. the LEA reviews the statement

The Local Education Authority (LEA) makes sure that each child and young person's statement is reviewed at least once every year. The parent(s)/ carer(s), the child/ young person, the school, the LEA and all the professionals involved have the opportunity to take part. Children under five also have informal six monthly reviews to make sure they continue to get the help they need.

## What happens before the review meeting?

- ✓ **your child/young person's caseworker will write to you and let you know that a review meeting is due.**
- ✓ **the school will then write to you and invite you to attend the review meeting and they will send you a form to complete. You will be able to say how you feel your child is doing at school. Remember your views are important. If you need help to complete the form, the school or Parent Link will be able to help.**
- ✓ **if there is anyone else you would like to be involved in the review you can say so on the form.**
- ✓ **the headteacher will also ask the professionals involved with the child/young person to write a report.**
- ✓ **the child/young person will also be invited to record their views.**
- ✓ **you can bring a friend or supporter to the review meeting.**
- ✓ **you should receive copies of all reports collected for the review at least two weeks before the date of the meeting.**

## What happens at the review meeting?

Review meetings are usually held in school during the school day and last for about one hour.

The views and reports collected for the meeting should provide a complete picture of the child/young person's progress over the year.

The meeting will:

- ✓ **look at the progress the child/young person is making towards the targets set out in their Individual Education Plan**
- ✓ **plan for the next year, setting new aims and targets**
- ✓ **look at the transition plan for young people in year 9 or above**

Everyone will be asked to give their views on your child/young person's progress since the last review, the successes, the difficulties and thoughts about new targets. You can also ask about anything that concerns you.

## What happens after the review meeting?

The headteacher or SENCO will summarise the discussions that took place at the meeting and send a copy of this report to you, to the LEA and to anyone who provided a report for the review.

Sometimes annual reviews may lead to changes to the statement including ending the statement. Changes may be made if the child/young person's needs have changed a lot or there is a move to a different school.

## When the LEA receives the summary report we:

- ✓ look at the recommendations from the meeting, the reports gathered during the review and any other information
- ✓ let you know the outcome of the review
- ✓ consider whether the statement needs to continue or if there are any changes to be made

## What happens if the statement needs to be changed?

We will write to you and tell you why the LEA has decided to change the statement and we will ask you for your views. You can ask for a meeting to discuss the changes we want to make, within 15 days of hearing from us.

## What happens if the statement is to end?

We will write to you and tell you why the LEA has decided that your child/young person's statement is no longer necessary. This will be something that has already been discussed with you and the school.

## Some Key Reviews:

### Phase transfer reviews

These reviews take place to plan and prepare your child for the change in school when they move from an infants' school to a junior or primary school, and from junior or primary school to secondary school. It is important that you think carefully about the next school for your child.

### Transition reviews

These reviews begin in year 9 and start to focus on what the young person will do on leaving school. They start to prepare for the move to further education and adult life. A transition plan is written after the meeting and will set out everything that needs to be done in the coming year to prepare your child for life after school. This will then be updated, if necessary, following each annual review.

### Questions or worries?

If you have any queries or questions you can talk to the school and/or your child/young person's caseworker.

You can talk to Parent Link, which is an impartial source of information, advice and support. Parent Link can provide advice and practical help with completing forms and explain how to get the most out of the review meeting.

### Contacts

#### SEN Team

Tel: 01273 481230  
Fax: 01273481599  
Email:  
Senteam@eastsussexcc.gov.uk

#### Parent Link

Helpline 01273 481172  
Email:  
parentlink@eastsussexcc.gov.uk

#### You can write to the SEN Team or Parent Link at

PO Box 4  
County Hall  
St. Anne's Crescent  
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## Special Educational Needs



## The Annual Review

