**Proposed Agenda for Annual Review Meetings for pupils with EHCPs**

If the child/young person wants to attend for some of the meeting, you may need to amend the order to enable them to enter and leave at appropriate points. The content and order of review meetings may be amended if required by the child or young person’s needs or by other circumstances.

**1.** Welcome, introductions and apologies.

**2.** Child/young person invited to share their views / any work they have completed /one page profile

**3.** Person-centred approach and discussion from all attendees:

➢ Pupil and parent carer's views shared

➢ What is important now and in the future?

➢ Strengths / achievements

➢ Identify any worries and concerns

➢ Identify any actions

**4.** Review any reports shared. Professionals invited to share comment on reports/recent assessment.

**5.** Evaluation of progress made against outcomes in EHC Plan and EHCP Implementation Plan. This should include Education, Health and Social Care outcomes. Discussion around any outcomes which have not yet been achieved should include if any amendments/changes in provision and approaches used need to be considered.

**6.** Dependent on the year group, stage of education, and individual circumstances the following should be discussed as part of the review meeting:

➢ Transition planning to the next phase of education

➢ Changes to transport arrangements

➢ Requests for a personal budget

➢ Discussion regarding relevant Preparation for Adulthood

➢ Change in funding/placement requests

**7**. Co-production of any new outcomes which have been identified. Discussion regarding if amendments to provision in Section F, G, H1, H2 will be required in order to support new outcomes.

**8.** Summarise agreed conclusions, recommendations and actions and record on Annual Review Action Plan within review paperwork. Discuss and record any requested amendments to the EHCP. You **MUST** record any differing views.

**9.** Any Other Business. Plan date of next termly ADPR (Assess, Plan, Do, Review) Meeting.

**10.** Thank Attendees. Close of meeting