

EHCP Annual Reviews

An Education, Health Care Plan (EHCP) is a legal document, which must be reviewed on an annual basis or 6 monthly where the child is under the age of 5. Where the child is at risk of exclusion an interim review may also be called, or on request of the parent. Where the child is to transfer between schools the EHCP will be subject to review.

The Local Authority delegate to Schools to organise the Annual Review and then complete reports going forwards. The Local Authority will then decide to continue the Plan, amend if it where there are significant changes – or in some cases cease it.

CFW have a statutory responsibility to complete forms for the Annual Review if the case is currently open or has been open in the past 3 months.

Schools should arrange invites 6 weeks in advance after talking to the parent as to who is involved with their child. You should then be sent the form with an expectation of completion within 4 weeks. The school should then send you the date for the Annual Review and reports from other professionals.

Prior to completing The Annual Review Form

Read the current EHCP and the outcomes that have been set in relation to their needs. Check EHM to track needs and support over the last 12 months.

Do be clear how their social needs arise and identify their strengths and cultural identity

Review your previous or current outcomes and confirm what has changed and suggestions for future provision.

Additional Information

Visit the [annual reviews information for professionals page](#) to access:

- Social Care annual review advice form

Immediate Tips

Start on Day One and complete the Review Form at least 2 weeks before the Annual Review.

Ask your manager for advice if this is your first request.

Make a home visit – have an MST call or simply phone to talk through the Form and send parents a copy of the Form once completed.

If you are not able to attend the Annual Review then make sure your Form is completed and has been received, with other assessments undertaken.

Capturing the voice of the child

In CFW we capture the voice of the child in relation to changes within their individual circumstances. Wherever possible, seek to obtain the child's voice in relation to the EHCP Annual Review where cases are open.

Their Dreams – What is important to them – What they want to do – What they want help with – What do they want to do as they grow up.

If you have undertaken direct work with the young people add it to your submission.

For pre-verbal children and those less able to communicate use your own observations and professional insight as to their likely views.

Capturing the voice of the parent/Carer

When cases are open discuss the form with persons with PR to gain their views.

This includes, what is important to them and their child and their aspirations from the plan in relation to:

- Behaviour and communication support.
- Positive Activities
- Growing up

When the case has been closed as their needs have been met the practitioner will be expected to complete the form to confirm the work that has been completed and date of case closure.

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How to complete the Form

Complete the background information on page 1 / confirm your attendance.

Review the Outcomes Section Either from H2 of the EHCP or detail your current work.

Complete the Voice of the Child section from your previous work / current discussions with parent and young person. Capturing this person-centred information is important to having a full and rounded picture of the young person. Check out if the young person is using Breaks Time / other interests

Write in simple language so all parties can understand.

Don'ts of completing the Form

- x Don't cut and paste out of date and inappropriate information
- x Don't include sensitive information and do ensure what is included has been consented to and shared with parents and the young person
- x GPDR - Don't put in parents or siblings names or needs