**EHC Plan Annual Review Report**

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| EHC plans should be used to actively monitor children and young people’s progress towards their outcomes and longer term aspirations. They must be reviewed by the local authority as a minimum every 12 months. Reviews must focus on the child or young person’s progress towards achieving the outcomes specified in the EHC plan. The review must also consider whether these outcomes and supporting targets remain appropriate (SEND Code of Practice 9.166) |

# PART ONE: To be completed and circulated at least two weeks prior to the review

# Review details

|  |  |  |  |
| --- | --- | --- | --- |
| For EHCP amendments/updates - see EHC Plan dated | |  | |
| Date of **last** EHCP Review: |  | Date of **this** EHCP Review: |  |

# Child/YP details

|  |  |  |  |
| --- | --- | --- | --- |
| Child/YP’s Name: |  | DOB |  |
| School/setting: |  | Year Group |  |

# Invited parties

*(Please list* ***ALL*** *the professionals/agencies currently involved with the child/young person and ensure they are invited to the Review. Please refer to the SEN Code of Practice to ensure you invite the appropriate people, secondary schools and post-16 settings must be aware of the transition plan requirements)*

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name and Role | Contact Details | Invited [X] | Attended [X] | Report/Views received and attached [X] |
|  |  |  |  |  |
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# Attendance

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Attendance** | | | | |
| **Current attendance** | | | **Last year’s attendance** | |
|  | | |  | |
| Please provide reasons for attendance below 95% and the action taken: | | | | |
| Potential leaving dates: (applicable to pupils over the age of 14 years) | | | | |
| Earliest possible leaving date: |  | Projected leaving date: | |  |

**Child / young person’s views**

*Note: please avoid using the ‘first person’ unless you are quoting actual words spoken or written by the child/young person themselves*

|  |
| --- |
| **How were these views captured?** |
|  |
| **What do people like and admire most about them?** |
|  |
| **What do they like doing? What makes them happy?** |
|  |
| **What are they good at?** |
|  |
| **What do they find difficult?** |
|  |
| **What helps them learn?** |
|  |
| **What keeps them healthy?** |
|  |
| **How I would like people to communicate with them** |
|  |
| **What would they like to do when they are older?** |
|  |

# Parent / carer views

|  |  |
| --- | --- |
| **Parent / Carer Views:** | |
| What is my child’s history? |  |
| What are my child’s strengths? What do people like and admire about them? |  |
| What is important to, and for, my child? |  |
| What’s working well for my child? |  |
| What is not working so well for my child at the moment? |  |
| **What are my aspirations and hopes for my child’s future?** | |
| In the medium term (e.g. 2 to 4 years) |  |
| In the long term (e.g. 4 to 6 years, or further in the future) |  |

# Attainment

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **EYFS / EYDJ** | **Previous year** | **Aut 1** | **Aut 2** | **Spr 1** | **Spr 2** | **Sum 1** | **End of Year** | **End of Phase/KS** |
| **PSED** |  |  |  |  |  |  |  |  |
| **C&I** |  |  |  |  |  |  |  |  |
| **Thinking** |  |  |  |  |  |  |  |  |
| **Physical** |  |  |  |  |  |  |  |  |

***N.B.*** *EYFS and EYDJ levels* ***must******not*** *to be used beyond term 1 of year 1. If using EYFS data, please amend the table below as appropriate. Any assessment data which is recorded must be able to be interpreted and rationalized by a range of professionals. Please ensure that this can be accurately understood in all circumstances.*

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KS1 & 2** | **Previous year** | **Aut 1** | **Aut 2** | **Spr 1** | **Spr 2** | **Sum 1** | **End of Year** | **End of Phase/KS** |
| **Reading** |  |  |  |  |  |  |  |  |
| **Writing** |  |  |  |  |  |  |  |  |
| **SPaG** |  |  |  |  |  |  |  |  |
| **Maths: Arith** |  |  |  |  |  |  |  |  |
| **Maths: Re & PS** |  |  |  |  |  |  |  |  |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **KS3 & 4** | **Previous year** | **Aut 1** | **Aut 2** | **Spr 1** | **Spr 2** | **Sum 1** | **End of Year** | **End of Phase/KS** |
| **English Lang** |  |  |  |  |  |  |  |  |
| **English Lit** |  |  |  |  |  |  |  |  |
| **Maths** |  |  |  |  |  |  |  |  |
| **Science** |  |  |  |  |  |  |  |  |
| **Other:** |  |  |  |  |  |  |  |  |

|  |
| --- |
| **Key Stage 5 and further education -** Provide information regarding XPPPPX’s current course attainment and progress over time |
|  |

# Progress towards outcomes

***Progress towards achieving the outcomes specified in the EHC plan***

* *Copy and paste the* ***Outcomes from the EHCP*** *into the corresponding tables below*
* *Provide an up to date summary of the pupil’s progress towards these outcomes and detail the reasons why progress has been* ***less*** *than expected,* ***expected,*** *or* ***better*** *than expected. (Include NC or P levels measures if appropriate)*

## Cognition and Learning

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Communication and Interaction

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Social, Emotional and Mental Health

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Sensory and or Physical

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

# Progress towards ‘preparation for adulthood’ outcomes

*To be completed for young people aged Year 9 (at the latest) and over*

## Higher education and/or employment

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Independent living

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Participating in society

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

## Being as healthy as possible in adult life

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

# Health outcomes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

# Social Care Outcomes

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Outcomes -** met/partially met/not met (please add for each outcome from the EHCP) | | | | | | |
|  | | | | | | |
| **Progress towards the above outcomes** | | | | | | |
|  | | | | | | |
| Progress towards outcomes is… | less than expected |  | expected |  | better than expected |  |

*If an outcome has been met and there are still needs in that area, you should agree a new outcome and amend the plan accordingly.*

# PART TWO: To be completed at/following the Annual Review

# Summary of discussion

***Summarise*** *all points of discussion* ***during the meeting****.* ***Progress towards outcomes*** *should have been completed prior to the review and form one of your discussion points as well as* ***attendance*** *and* ***attainment****.* ***Actions*** *stemming from the conversations held are to be recorded at the end of the document.*

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|  |

# Recommendation to ‘maintain or cease’ the EHC plan

|  |  |  |
| --- | --- | --- |
|  | **Yes [X]** | **No [X]** |
| To **keep / maintain** the EHC plan as it is with no changes |  |  |
| To **amend** the EHC plan in line with the ‘track changes’ document supplied |  |  |
| To **cease** to maintain the EHC plan, for the following reasons:   * Outcomes have been reached and the EHC plan is no longer required * Child / young person is over compulsory school age and no longer wishes to participate in education * Child / young person has left education and is now in employment / Higher Education |  |  |

# Suggested Amendments to the EHCP

*Please record any changes to the EHCP by ensuring* ***track changes*** *is enabled in your MS Word copy of the EHCP. Record in the table below whether changes have been made to the corresponding section in the EHCP. You do not have to record the actual changes in this table, just whether changes have been made (Yes/No)*

|  |  |  |  |
| --- | --- | --- | --- |
| **EHCP Section** | | **Amended?** | |
| **Yes [X]** | **No [X]** |
| **A** | All about me |  |  |
| **B** | Needs |  |  |
| **C** | Health needs which relate to his/her SEN |  |  |
| **D** | Social Care needs which relate to his/her SEN |  |  |
| **E/F** | The outcomes sought and the Educational Provision |  |  |
| **E/G** | The outcomes sought and the Health Provision |  |  |
| **E/H1** | The outcomes sought and the Social Care Provision |  |  |
| **E/H2** | The outcomes sought and the Social Care Provision |  |  |
| **J** | Should be completed by the SEN Team in discussion with the family | N/A | |

# Agreed actions/requests following the review

*This is the place to capture any actions that are required by professionals, school or the Local Authority following the review (e.g. referrals to services, consultation requests as per parent preference, etc.)*

|  |  |  |
| --- | --- | --- |
| **Action:** | **By Whom:** | **By When:** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
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# Summary

|  |  |  |
| --- | --- | --- |
| **Based on the professional reports provided and the discussion held today…** | **Yes [X]** | **No [X]** |
| 1. Has the pupil made **expected progress** given their special educational needs?  (If no, the review should describe the action the school and parents have taken). |  |  |
| 2. Are the parents/carers **satisfied with the provision** made by the school and other agencies |  |  |
| 3a. Does the child still require the special educational provision specified in the EHC plan (Section F) |  |  |
| 3b. If the young person is 19 or over, have the education or training outcomes been achieved? |  |  |
| 4a. Have you identified any unmet **Educational** needs? |  |  |
| 4b. Have you identified any unmet **Health** needs? |  |  |
| 4c. Have you identified any unmet **Social Care** needs? |  |  |
| 5. Does the current setting remain appropriate? |  |  |
| 6. Is the child or young person due to **change phase** (e.g. Early Years to Primary, Primary to Secondary, Secondary to FE – indicate **parental preference** below) |  |  |
| **Notes from points 1-6 above:** | | |
|  | | |

# SENCo checklist

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Yes [X]** | **No [X]** | *Please attach copies of reports to this document.*  *In cases where there is a request for change of provision or placement a report from Specialist Teachers and / or Educational Psychology is required to support the SEN Panel in making a decision.*  *If a provision map is submitted then please ensure that the reports which inform this are also attached.* |
| **1. Attendees list** |  |  |
| **2. Pupil attendance details** |  |  |
| **3. Pupil attainment data** |  |  |
| **4. Summary of discussion completed with action points** |  |  |
| **5. Reports from the school and other professionals** |  |  |
| **6. Health report** |  |  |
| **7. Social Care report** |  |  |

# Setting sign off

|  |  |
| --- | --- |
| **Headteacher** |  |
| **School/Setting name** |  |
| **Signed** |  |
| **Date** |  |
| **Has this annual review been shared and agreed with parents? If not, why not?** |  |

**Parent / Carer sign off**

|  |  |
| --- | --- |
| **I have had sight of and read the annual review paperwork and agree / disagree with its contents** | |
| **Parent / Carer name** |  |
| **Signed** |  |
| **Date** |  |
| **Comments** |  |

**Young Person sign off**

|  |  |
| --- | --- |
| **I have had sight of and read the annual review paperwork and agree / disagree with its contents**  *(Sign if over the age of 16 and / or no longer compulsory school age and have mental capacity)* | |
| **Young person name** |  |
| **Signed** |  |
| **Date** |  |
| **Comments** |  |

*Within* ***two weeks*** *of the review meeting you should send this* ***report****, the* ***amended EHCP*** *and* ***all relevant contributions*** *to:*

* [*SENDAnnualReview@bradford.gov.uk*](mailto:SENDAnnualReview@bradford.gov.uk)
* *Parents/Carers or the young person*
* *All those invited to the review*