

Review of an Education, Health and Care Plan (EHCP)

Part A: Before the EHCP review meeting

In the report do not edit or amend content of any box that is coloured blue

Section 1 of this document to be completed by the school/setting in **preparation** for the EHCP review and circulated to the parents/young person and all professionals involved at least **two weeks prior** to the meeting with supporting documentation.

It's important that all documentation from involved services are gathered before documentation is circulated and sent with this document prior to the meeting.

1. Child/Young Person details

Full name		DOB		Year (NCY)	
Parent/carer name		Email			

2. Do any of the following apply to the Child or Young Person? (tick those that apply)

Only tick open situations rather than any prior involvement

Child Look After	Child Protection Plan	Child In Need	Early Help	Youth Justice	Adult care	Continuing Health Care	Elective Home Education	EOTAS

3. EHCP details

Current School/Setting		Current EHCP version	
Date of last EHCP review meeting		Meeting date of this EHCP review	
Primary area of need		Secondary area of need	

4. Attendance

Attendance %	This academic year	Last academic year
School/setting's actions to address any absence	Include exclusions, sustained periods/patterns of absence, valid reason for absence etc. If a reduced timetable is or has been in place it should be detailed here and a signed MT1 provided	
Is any education delivered away from school site? If so please detail this and how it is being reviewed	Detail any alternative provision – if AP is in place then their input should be included in the review	

5. Academic progress and attainment

Attach up-to-date standardised information regarding the child/young person's attainment and progress data	
Is the child/YP making overall: <ul style="list-style-type: none"> • Above expected progress • Expected progress • Below expected progress 	This is a judgement call about overall progress and you should copy one of the three options into this box and attach most recent attainment data

6. Progress towards existing EHCP outcomes (Use the boxes below to provide information and evidence in relation to how the child/young person has made progress toward the outcomes in the EHCP – this should be added to following the review meeting)

How / what tools are school using to measure outcomes?	This should be a description how you are measuring outcomes – this can be in various forms
Outcome	Details about the outcome and any comments about progress should be provided. The final column should detail the progress towards that outcome from the following: 1. Outcome achieved 2. Above expected progress 3. Expected progress 4. Below expected progress 5. No longer appropriate

1	Outcome	In each outcome box copy the outcome from the plan or summarise it	In the end column copy one of the 5 options from above
	Comment	In the comment box provide a reflection on progress made or challenges faced in reaching the outcome. You should consider whether the outcome remains appropriate	
2	Outcome		
	Comment		
3	Outcome		
	Comment		
4	Outcome		
	Comment		
5	Outcome		
	Comment		
6	Outcome		
	Comment		
7	Outcome		
	Comment		
8	Outcome	If there are more outcomes than 8 you can right click to add additional lines into the table and add more outcomes and comments to the report. If this is the case it would also be sensible to consider whether outcomes should be aligned or amended due to the high numbers of them	
	Comment		
Overall judgement about progress made towards EHCP outcomes – an overall summary view about progress made should be chosen from the following: 1. All outcomes achieved 2. Above expected progress 3. Expected progress 4. Below expected progress			This should be an overall progress summary from the list of 4 options

Part B: To be completed at / after the review meeting

The school/setting should complete Section 2 of this document guided by the discussion at the EHCP review meeting.

The completed report **must** be circulated to the parents/young person, local authority, and all involved professionals **no later than two calendar weeks** following the meeting with all appropriate supporting documentation.

This part of the document would be completed after the meeting but may be in parts be able to be pre-populated

7. Persons involved in this EHCP review cycle – all information gathered through the year should be considered in the review meeting. Where a service is no longer involved then they should have provided this information at point of closure. Where they remain involved then it should be confirmed that the information is the most recent and relevant information. Appropriate people should attend the review meeting. **You should detail all those involved through the full cycle, whether they are asked to attend the meeting or not. Some services will provide a report instead of attend**

Name	Relationship/role	Attended meeting	Report provided

8. Summary of the meeting discussion including areas of differing interpretation/opinion

Outline the key areas discussed but not recorded elsewhere

This can be recorded in various forms. It does not have to be full minutes, but you may feel this is helpful. It should summarise the points discussed in the meeting, especially anything not detailed elsewhere in the document and must cover any points of disagreement. Ensure that it is factual and views are attributed to specific individuals or services. Services may articulate their views and advice within the discussion. If this is the case then this should be detailed.

9. Recommended action agreed at this EHCP review (Select one option only)
Yes / No

The Authority should **KEEP** the EHCP as it is, with no changes required.

The Authority should **AMEND** the EHCP in line with recommendations.

The Authority should **CEASE TO MAINTAIN** the EHCP.

10. Recommended AMEND

If you are recommending that the EHC Plan should be amended, please complete **make suggested amendments on the current EHC Plan using tracked changes** and complete the following. Evidence should be provided to support these changes

EHCP Section	Which sections are you recommending should be amended?	
	Yes/No	Comment/Evidence
Section A		If a section should be changed you should detail what and where the evidence for this change has come from, particularly for changes to section B/C/D/F/G/H1/H2 – this allows the LA to be clear on why a plan should change
Section B		
Section C		
Section D		
Section E/F		
Section E/G		
Section E/H1		
Section E/H2		

11. Personal budget
Yes / No

Section J: Is there currently a personal budget in place?

Section J: Has the family requested a personal budget?

The SEN team will contact the CYP/Parent/Carer to discuss in more detail if 'yes' is the response to either

12. Proposed new outcomes

Please detail any proposed new outcomes you are recommending should be added to section E of the EHC Plan and the provision to deliver them

If outcomes are amended, this can be done through tracked changes. This section should only be completed for completely new outcome areas.

Outcome	Area(s) of need: C&L, C&I, SEMH, P&S, PFA, Health, Care	Provision to meet outcome and evidence for this

13. Are you requesting additional resource for the plan?	Yes / No	
Supporting evidence for these requests must include details of the specific changes to provision (section F) and the evidence base for these either through APDR or additional reports and a costed provision map.		

14. Preparation for adult life – to be completed from Y9 onward			
Have all outcomes been adapted to focus on PfA	Yes / No Where multiple words are already in the box delete those that are not relevant		
Expected pathway to adult life	Academic / Vocational / Work related / Life skills Further guidance about pathways is available through PFA training		
What is the current curriculum and qualification / study programme being taken?	Detail level and value of qualifications or offer and provision in place		
What is the planned future curriculum and qualification pathway that will enable access to adult life?	You should detail what the academic progression would be or what alternative curriculum would be needed and what would be needed throughout adult life		
Is the current placement anticipated to be the last education placement?	Yes / No	If yes, what academic year is anticipated to be the exit point from education?	
If no, what date is the planned next education transition?		Requested destination(s) for consideration	
Is a Care Act assessment needing to be considered / required?	Yes / No	If yes, has it been requested / completed? Please detail this	
Are other services required to support progression to adult life – if so who and how are these being involved?			

15. Phase transfer – to be completed in Nursery, Year 5 and Year 10 - evidence for change to placement type must be provided through the review process	
Parent preference for phase transfer – a maximum of 3 places can be requested. If request is for specialist provision, then the parents preferred mainstream should also be included and detailed	

16. Further recommendations and additional actions	
Person responsible	Action
	Include any agreed actions that have been taken as part of the meeting and plan

17. Pre-submission checklist	Yes / No
Have you sought and provided the views of the child/young person?	
Have you sought and provided the views of parents/carers?	
Report on academic attainment and progress attached	
Attendance report covering period since last annual review	
Annotated Word version of the existing EHCP if amendments are recommended	
Provision map if appropriate	
New short-term targets are set (if previous ones have been met or are no longer appropriate)	
Current support plan is attached with appropriate evidence	
Evidence of the impact of interventions in place are provided	
Evidence of progress against outcomes (included in part A)	
Updated reports from any educational professionals involved	
Updated reports from any health professionals involved	
Updated reports from any social care or Early Help professionals involved	

Evidence of Preparation for Adulthood discussion and plan (Year 9 upwards)	
Advice/reports from the Careers Service (Year 9 upwards)	

18. Declaration

I confirm that this document is an accurate representation of the EHCP review meeting, and that the information has been shared with all relevant parties.

Name	This should be the person leading the review	Signature	This can be electronic
Position		Date	