



Annual Review Workshop

16 September 2021

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Agenda

- EHC Plans in Telford & Wrekin
- Code of Practice
- Overdue Annual Reviews
- Barriers that you may come across - Breakout
- Who to invite to Annual Reviews
- Child, Young Person, Parent & Carer Views
- Top Tips - Breakout
- Q&A
- Feedback

What does the current picture look like for EHC Plans?

Number of EHC Plans	1831	
Under 5 Years	146	8%
School Age	1159	63%
Post 16	526	29%
EHCP's in Mainstream Schools	495	27%

Telford and Wrekin	West Midlands	England	We have more EHC plans than the regional/national picture.
3.7%	3.3%	3.3%	

Code of Practice

The Code of practice states that every EHCP must be reviewed annually.

- It is the responsibility of the setting to call the annual review.
- Parent and/or Young Person can request an early Annual Review if circumstances change.
- Reasons for early AR may be.....
 - Updated advice that makes a significant different to provision.
 - Request in increase in high needs funding
 - Change of placement.

Overdue Annual Reviews

- These need to be arranged by schools / settings as soon as possible and then sent to the LA for processing.
- The Local Authority provides a list of Annual Reviews that, according to our tracking system, are overdue. If you think that this list is incorrect, please notify the Locality Co-ordinator for your school who will look into it for you.
- You will receive a reminder letter from the Co-ordinator about any overdue reviews once they are 3 months past the due date. You may receive email reminders before this.

Your help in getting the overdue reviews booked in and completed is very much appreciated.

EHCP Annual Review Process

Term
Before

During the term before the Annual Review is due, set or confirm the date for the meeting to take place and identify who should be invited to attend or who will need to be contacted for any updated advice/reports.

Up to 6
weeks
before

Educational setting should invite all relevant attendees to the Annual Review and also request reports where appropriate.

Up to 2
Weeks
before

The education setting should prepare and circulate the paperwork/reports to all invited attendees in advance of the meeting.

*The LA have 12 weeks from the meeting date to complete the process so it is vital that schools send ALL paperwork to the LA **within two weeks**.

Please do not say 'Report to follow'; the LA can't accurately process an incomplete review.

Live Annual Reviews

Check, prior to the meeting, that you have the most up to date **Microsoft WORD** copy of the plan. This can be supplied by sendandinclusion@telford.gov.uk .

Annual Review paperwork templates are available on the SEND Local Offer.

Annual Review timescale is 12 weeks in total from the date of the Annual Review meeting taking place.

A full Telford and Wrekin guidance pack is available on the Local Offer. Including individual templates for download from the SEND Local Offer

[SEND Local Offer – Annual Reviews](#)

All Annual Reviews in Telford & Wrekin should be ‘Live Annual Reviews’ and completed on the up to date paperwork, including an annotated EHC Plan.

Annual Review Templates

Live Annual Review Templates



Template:
Early Years – Year 9



Template:
Year 9 +

How are the templates different?

Year 9+ has an additional short section to record any Preparing for Adulthood (PfA) information, such as careers advice from Future Focus etc.

‘Live’ Annual Reviews

Suggested amendments are made directly onto the EHC Plan using the following coding system:



~~Strikethrough~~ – suggested text to be deleted

Italics – suggested text to be added

~~Cross out~~ – Cross out any non text based information to be deleted

Insertion of new non text based information is acceptable e.g. you can insert the amended One Page Profile.

Plan ahead – if you don’t have a Word version already, please contact your locality Co-ordinator, Officer or Admin to request one.

Example

Summary of Special Educational Needs

Communication and Interaction

XYZ's speech can be difficult to understand and is not intelligible for people unfamiliar to her, affecting her ability to make her needs known and communicate effectively. *The Speech and Language report dated 4th May 2020 identifies that her Receptive Language is 3.0 – 3.6 years and Expressive language is 3.6 - 3.11 years. Her Grammar score is 3.6 years. This is at the correct developmental level for her.*

XYZ:

- ~~Communicates predominantly by signing (Makaton);~~ *XYZ communicates mainly through speech;*
- Uses ~~single~~ *two and three* words to communicate and make her needs known;
- Communicates non-verbally through gestures, pointing and facial expressions;
- Is ~~not yet~~ able to follow instructions with more than 1 key word;
- Has limited vocabulary;
- Pays poor attention to adult speech;
- *Understands visual prompts and likes to use the Now and Next board.*

When to amend an EHCP

- When there is a significant change to the child's details, special educational needs or provision.
- Changes need to be evidenced by reports.
(e.g.. Class Teacher, Internal Assessments, EP, LSAT, BSAT, Health, Social Care)
- At key Transition points:
 - Reception
 - Year 2
 - Year 5
 - Year 10

Top Tip: We recommend that you make changes during Year 5 and Year 10. Don't wait until Year 6 and Year 11 for key transition points.

Top Tip: Don't forget in Year 11 Review that you will need a Post 16 Advisor (Future Focus/Careers Advisor) for Transition Meetings

Break Out Room Activity Barriers

What barriers have you successfully overcome to hold Annual Reviews?

Have there been any challenges to holding Annual Reviews?

What can the Local Authority do to help overcome these challenges?

Annual Review Checklist

Check EHC Plan is the most up to date plan and is a Microsoft Word version	✓
Ensure Parent, Carer, Child or Young Person details are correct (pay particular attention to children in care details).	✓
Pay particular attention to the parent email address now that we are working electronically as this helps to avoid a data breach.	✓
Include Progress Data so that it's clear where the child's levels are currently (including strikeouts of previous data).	✓
Section B - is a picture of the child's presenting needs. Don't forget to add positives about what the child is good at and not just the difficulties they have.	✓
Section F- be aware of what you are promising in section F! Is it something that the child requires to meet the needs set out in section B and evidenced by data and other professionals.	✓
Section E – if you amend outcomes ensure that the provision is appropriate to support that outcome	✓
Health and Social Care - it is a requirement that you obtain up to date advice from Health and Social care	

SEND Support Services

Who do we mean by SEND Support Services?

SEND Officers & SEND Coordinators, EP's, LSATS, Portage, SIS, Early Years SEND Support & BSAT.

How to request a contribution to an Annual Review from SEND Support Services?

Plan ahead, not all services may need to attend the review but they will work with you to provide advice. Contact your link worker for each service to arrange.

How to use advice and reports in the Annual Review?

Any advice or reports need to be included in the Annual Review meeting, please don't use 'report pending' or 'see report'.

Health – Information from the DCO



Shropshire, Telford
and Wrekin
Clinical Commissioning Group

We use the term health broadly – we are thinking about SLT, OT, Physio, Paediatricians, Psychologists, Psychiatrists, MH Nurses, Learning Disability Nurses, Health Visitors, School Nurses, Wheelchair Services, Orthotics, Specialist Doctors, GPs and many more.....!

When to tell health colleagues about an Annual Review

ASAP, at least 6 week's notice - health will likely need to complete a review assessment, write it up and discuss with CYP / parent / carer before the AR meeting

Who from health to ask to be a part of an Annual Review

- Any profession who contributed to the current EHCP, particularly if they set outcomes or have provision written into the EHCP
- Any profession the CYP is currently receiving support from (related to SEND) – this view point / provision may need to be added into the EHCP

Where to email requests for involvement in Annual Reviews to:

Shropcom.childtherapydocumentexchange@nhs.net

Subject line: 'Request for involvement at Annual Review'

For: CYP Therapies (OT, Physio and SLT)



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What can health contribute at an Annual Review

An update on a CYP's strengths and needs, update on progress with outcomes, proposed new outcomes, update on what provision the CYP requires from them.

Lots of information provided by 'health' should be in section B of an EHCP as it refers to a CYP's SEN e.g. ASD is a medical diagnosis which needs to be stated in Section C, but the impact of ASD should be stated in Section B.

Also lots of provision provided by 'health' should be in section F of an EHCP as it 'educates or trains' for example 99% of what SLTs do 'educates and train' and therefore SLT provision should be in F, similarly with OT, and CBT input.

If health provision is in an EHCP (in section F or G) we need that profession to recommend it is taken out, if a child has been discharged from a service this can be sufficient evidence that a provision can be taken out.

[Link to ombudsman ruling about a Local Authority removing health provision from an EHCP without health recommending it is removed](#)



Social Care

Who do we mean by Social Care?

This could be a Social Worker allocated to the family, Early Help Practitioner, a Family Solutions Worker, Case Worker (CWD)...

How to request a contribution to an Annual Review from Social Care?

Plan ahead, if the child or young person has an allocated worker they need to be informed at least 6 weeks before and updated reports need to be updated. A Social Care advice form is available for schools to use.

How to use advice and reports in the Annual Review?

Any advice or reports need to be included in the Annual Review meeting, please don't use 'report pending' or 'see report'.

Child, Young Person, Parent & Carer Views



The templates for collecting the views of the child / young person / parent or carer have not changed from those already available on the Local Offer.

The child or young persons views can be provided in an imaginative or creative way. Do they have a one page profile that can be included?

The child or young persons view should include short and long term aspirations.

For Year 9 upwards it should include aspirations about career paths and preparing for adulthood.

How I feel about the future / What job I think I would be good at.	
What training and /or further education I think I might need to help me get a job.	
What I and others need to do to help me get a job in the future.	
Where I would like to live in the future.	

Remember the Annual Review should be centred around the Child or Young Person

Break Out Room Activity

Top Tips

How have you successfully held a 'Live' Annual Review?

How long does an Annual Review take?

Pros & Cons: Virtual vs Face to Face

What 'Top Tips' can you share with colleagues?



Annual Review Questions & Answers



Evaluation & Close

Thank you for attending.

Please complete the Feedback Form.
Annual Review Workshop – Feedback Form