

# At a Glance: EHCP Annual Reviews – Suffolk Process & Guidance for Education Settings

Code of Practice timescales

At least 2 weeks before meeting \*

**Arrange Annual Review meeting & send invites**

**Obtain views**

**Request reports**

*\*Recommended best practice: 6-8 weeks before.*

- Talk to family and/or child/young person to agree a date, time and location for the EHCP Annual Review (AR) meeting.
- Where appropriate, coordinate and combine the AR meeting with any Social Care or Early Help meetings.
- Send AR meeting invites and requests for advice/reports to all involved practitioners, including Family Services.
- Obtain child/young person views and seek parent/carer views.

At least 2 weeks before meeting

**Share views & reports**

Share all received advice/reports, parent/carer views and child/young person views with everyone invited.

**Annual Review Meeting**

- Allow at least 1.5-2 hours (with a break).
- Must be person-centred.
- Focus on progress towards achieving EHCP outcomes and effectiveness of provision.
- Agree any changes needed to EHCP. Can be useful to annotate EHCP to highlight these.
- Complete AR report.
- For pupils in Year 9+, review Preparing for Adulthood Plan completed /updated by YP before meeting.

Within 2 weeks of AR meeting

**Paperwork to Family Services, Family & Professionals**

Email Annual Review report, all supporting advice/reports, views and other documents to Family Services [EHCPReviews@suffolk.gov.uk](mailto:EHCPReviews@suffolk.gov.uk)

Also share with family and involved practitioners.

Within 4 weeks of AR meeting

**Decision: Maintain, amend or cease EHCP?**

- Family Services reviews AR report and supporting documents
- Decision is made whether to maintain the plan, amend it or cease it.
- Family Services will inform parents/carers and/or young person and educational setting.

**Maintain EHCP**

There will be **no changes to the EHCP**.

Family has right to appeal decision.

**Amend EHCP**

Family Services has **8 weeks** from notifying the family of the decision to make changes **to issue a final EHCP**.

**Cease EHCP**

The LA will explain reasons for **decision to end the EHCP**.

Family has right to appeal decision.