

Preparing for an Annual Review

Preparation Tips

- Ensure you and your child's views have been asked for. Ask for your child to be included in the meeting if this is appropriate or consider what provisions have been made to try to obtain their views.
- You may wish to go through the current EHCP to:
 - Ensure that the needs in section B are up to date.
 - Consider whether you feel your child has met the outcomes. Are they still relevant and SMART – smart, measurable, achievable, realistic and timebound?
 - Check the provision in section F is still adequate to meet the outcomes and is specific and quantified.
 - Check there is provision in section F to meet every need in section B.
- Make a list of what is working well and what is not working well. Make a note of any changes you feel are needed and any questions you want to ask.
- Go through any recent professional reports highlighting any new needs, outcome or provision that you think needs adding to the plan.
- Check that health and social care needs and provision are detailed and specific and are still adequate.
- If the review meeting is being planned virtually and you require some support in planning for this please see our checklist entitled “preparing for a telephone or virtual meeting”.

During the Meeting

- Speak up regarding your views and your child's views. Explain what you think has been working well and what has not been working well, your hopes and aspirations for your child and ensure your child's views on what is important to them and what they want to achieve are heard.
- Listen to the views of others in the meeting but feel confident to speak up and challenge anything you do not feel is right or if you want more clarification on something. Work together to try to resolve any issues not agreed upon.
- Raise any issues you have prepared in relation to needs, outcomes and provisions that you feel may need changing. Check all recent reports have been considered.
- Check there is a plan for suggested provision going forward and that any changes needed to the outcomes and provision of the plan have been discussed and your views obtained.
- If child is in year 9 onwards ensure the meeting has considered preparing for adulthood in the outcomes and provision.
- Remember you can request an alternative school/provision. Explain your reasons if this is being requested and ask if your SEN caseworker can consult the school of your choice.
- At the end of the meeting be clear on what is going to be actioned and make notes of this and any timeframes which have been agreed.

**If you would like further information, advice or support please don't hesitate to call us on
0117 989 7725.**