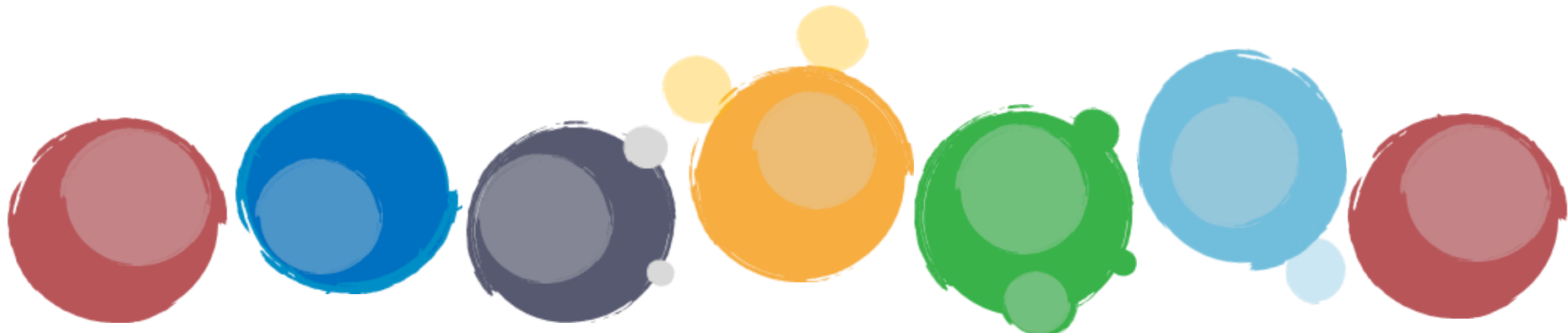




S | E | N | D | I | A | S | S  
H E R T F O R D S H I R E

# What is SENDIASS?

The **S**pecial **E**ducational **N**eeds and **D**isabilities **I**nformation, **A**dvice and **S**upport **S**ervice provides **impartial** and **confidential** information, advice and support to parents and carers of children with **Special Educational Needs and Disabilities (SEND)**, and young people and children with **SEND** aged 0-25.





S | E | N | D | I | A | S | S  
H E R T F O R D S H I R E

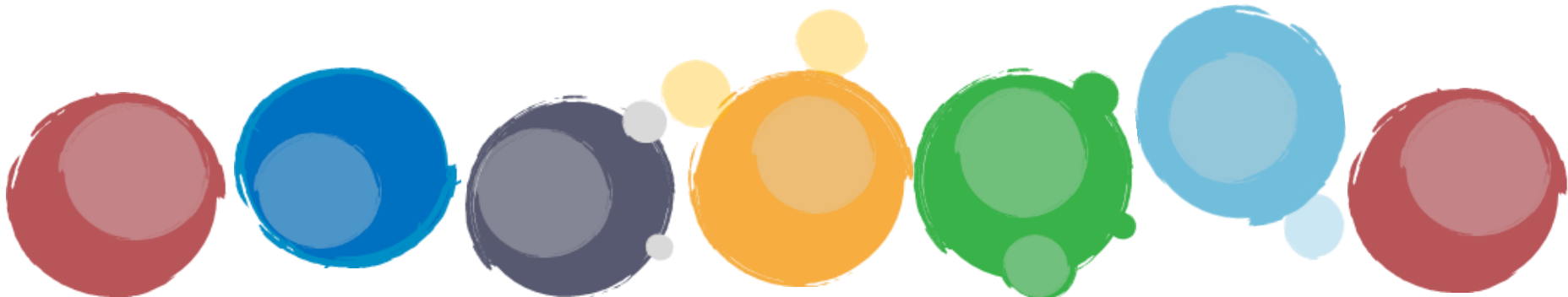
# Annual Review

# What is an annual review?

***IT IS MORE THAN JUST A MEETING!***

*An annual review should:*

- gather and assess information
- Review the special educational, health and social care provision made for the CYP
- Set new targets for the coming year



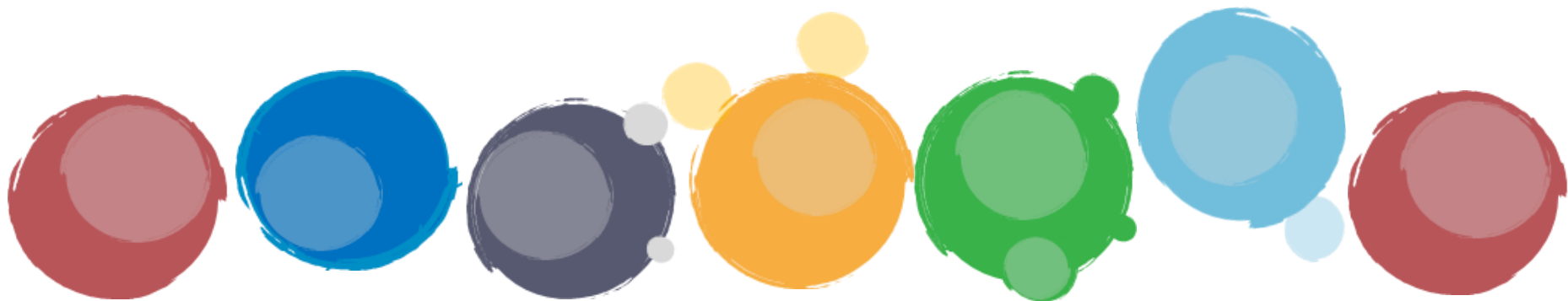
# Legal References

- Section 44 of the Children and Families Act 2014
- Regulations 2, 18, 19 & 20 SEND Regulations 2014
- The SEND Code of Practice 0-25 2015



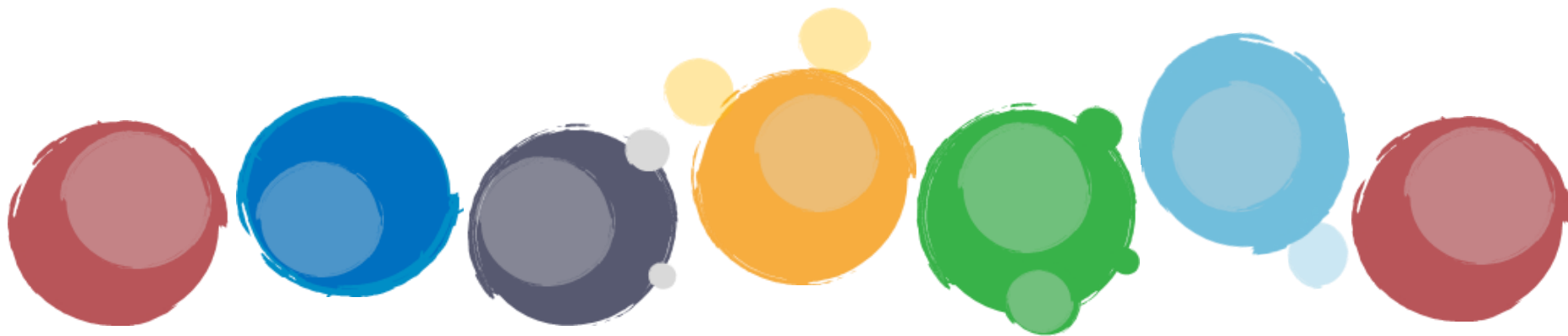
# CFA 2014 – Section 19

- (a)** the views, wishes and feelings of the CYP and his or her parent
- (b)** the importance of the CYP and his or her parent participating
- (c)** the importance of the CYP and his or her parent being provided with the information and support
- (d)** the need to support the CYP and his or her parent in order to achieve the best possible educational and other outcomes.



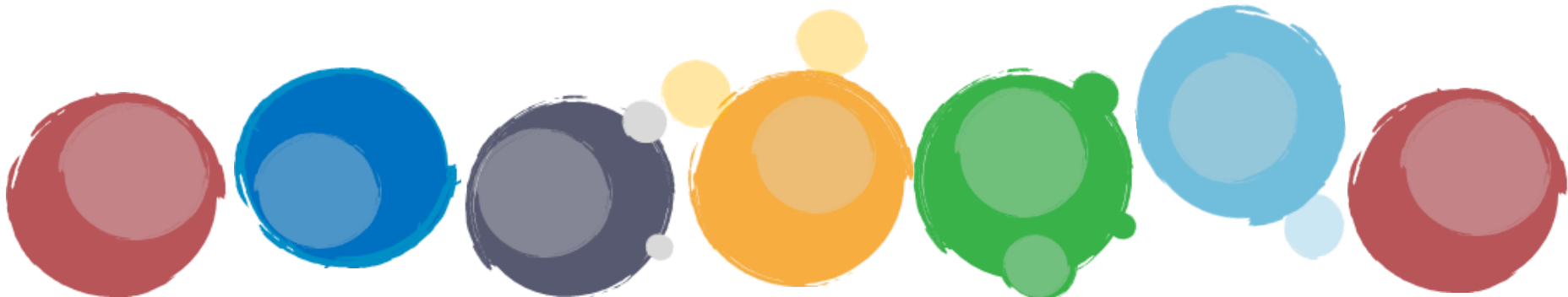
## **The SEND Code of Practice (Paragraph 9.166) says:**

*'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...'*



# The 'musts'

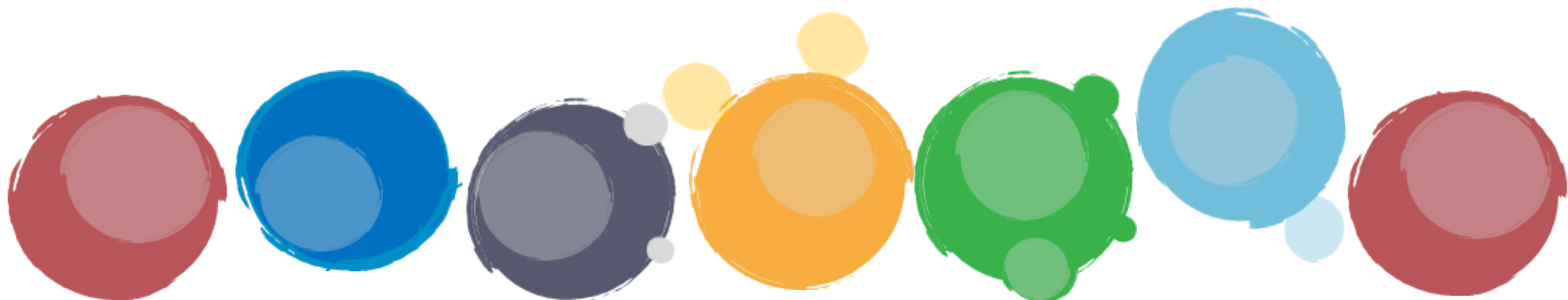
- **Must** be reviewed by the LA as a minimum every 12 months.
- **Must** focus on the child or young person's progress towards achieving the outcomes specified in the EHC plan.
- **Must** consider whether outcomes and supporting targets remain appropriate.
- **Must** be undertaken in partnership with the child and their parent or the young person, and **must** take account of their views, wishes and feelings, including the right to request a personal budget.
- Professionals across education, health and care **must** co-operate with LAs during reviews.





- The first review **must** be held within 12 months of the date when the EHC plan was issued, and then within 12 months of any previous review.
- LAs **must** review and maintain an EHC plan when a child or young person has been released from custody.
- When reviewing an EHC plan for a young person aged 18+, the LA **must** have regard to whether the educational/training outcomes specified in the EHC plan have been achieved.
- LAs **must** ensure that the EHC plan review at Year 9, and every review thereafter, includes a focus on preparing for adulthood.

***Children & Families Act 2014***



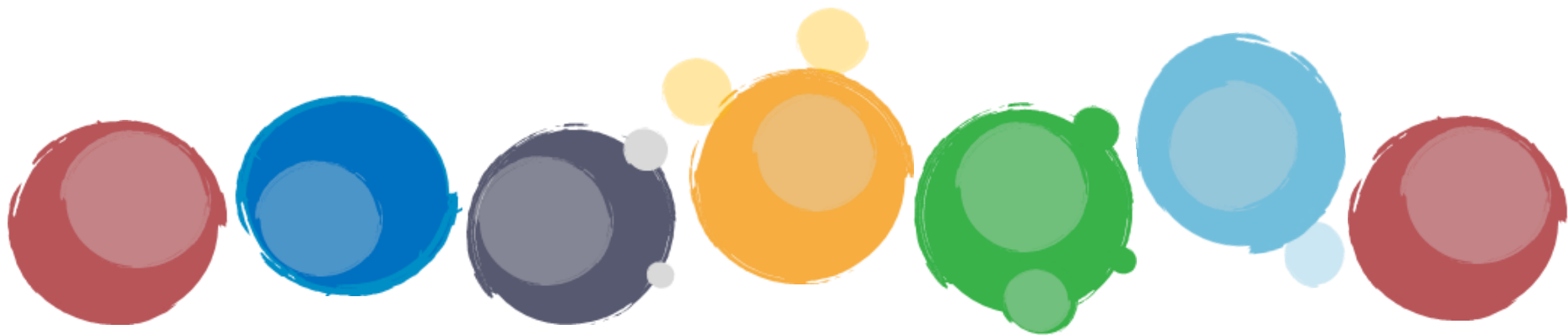
# Who organises an Annual Review?

Your ***local authority*** is responsible for organising annual reviews, however they usually delegate this to the educational setting



***The following steps must take place as part of the annual review process:***

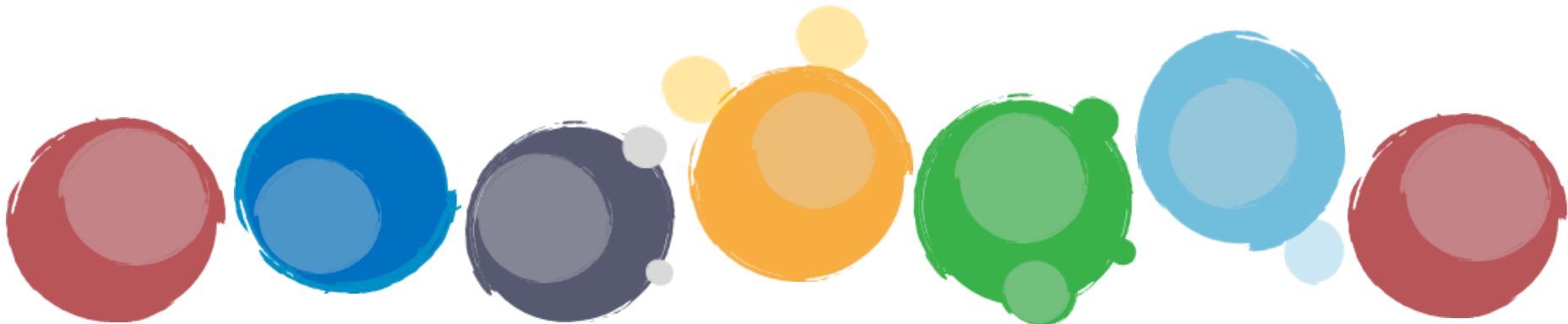
- The LA **must** consult with the parent of the child or young person (and with the school or institution being attended if there is one) about the EHC plan, and take account of their **views, wishes and aspirations**.
- An annual review meeting must take place to discuss the EHC plan.
- Information **must** be gathered from parents, CYP, and professionals about the EHC plan and then circulated 2 weeks before the meeting.



# Annual Review Meeting

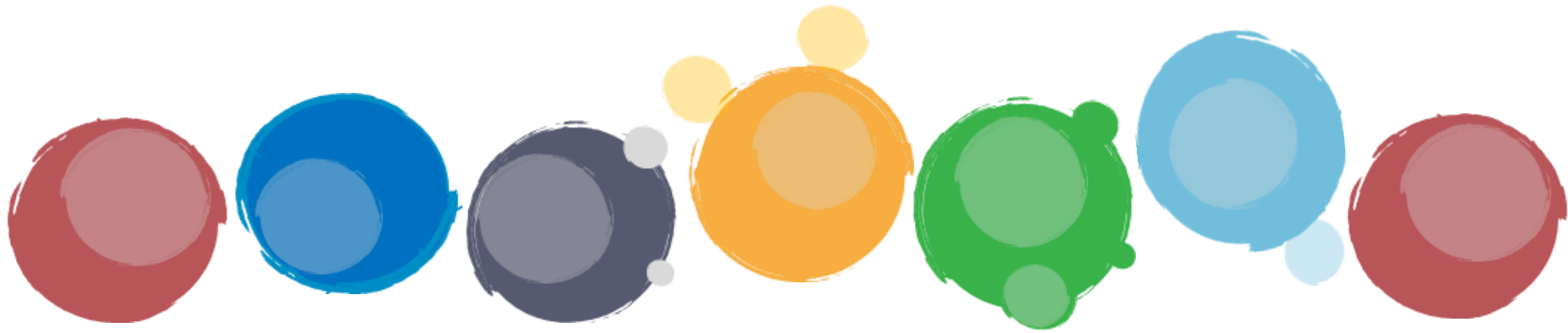
The purpose of the meeting is to review the EHCP by:

- Bringing together professionals
- Gathering and considering information
- Reviewing the effectiveness of provision
- Consider changes to outcomes
- Discussing if the EHCP continue



Word cloud featuring the following terms:

- Annual review
- EHCP
- SEN
- SALT
- Care
- Health
- Education
- Appeal



# Preparing for an Annual Review

Read through the EHC plan at the start of the process make a note of anything you think needs changing.

- Does anything in **Section A** need updating or removing?
- Do **Sections B, C and D** reflect your CYP's current needs?
- Does the provision within **Sections F, G, H1 & 2** meet all of your CYP's needs?

***The provision must be detailed and specified and should be quantified CoP 9.69***



## **When planning for the annual review meeting, you may want to consider:**

- Talk to your CYP about their current wishes, feelings and aspirations
- Progress made towards achieving outcomes
- Review the provision within the plan
- Review any health and social care provision is it up to date and does it enable your CYP to reach their goals?



# SMART

When looking at an EHC plan you may want to consider if the outcomes and provision set for your CYP are SMART

Specific

**S**

Measurable

**M**

Achievable

**A**

Realistic

**R**

Timely

**T**





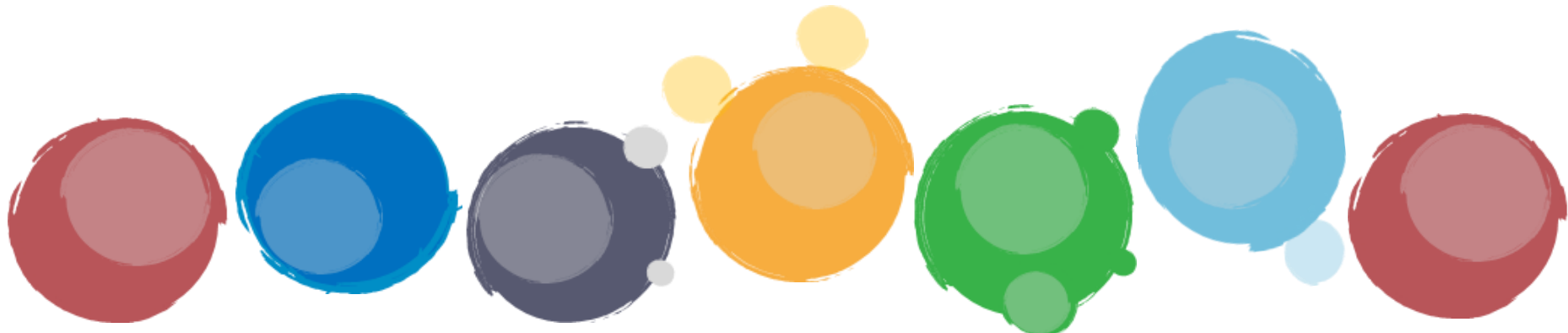
# Building a SMART target

- 1) Kaylie will develop communication skills
- 2) Kaylie will develop her ability to participate in a conversation
- 3) Kaylie will develop her ability to participate in conversation so that they can maintain a conversation with a peer for 1 minute

***Kaylie will develop her ability to participate in conversation so that they can maintain a conversation with a peer for 1 minute by the end of year 9***



# Person centred planning



# Phase transfer

Key Stage	Year Group	Age	Transition Year
EYFS – Early Years Foundation Stage	Pre-school, Nursery, Reception	0-5	Reception
Key Stage 1	Year 1-2	5-7	Year 2 (if an infant only school)
Key Stage 2	Year 3-6	7-11	Year 6 (for secondary school)
Key Stage 3	Year 7-9	11-14	
Key Stage 4	Year 10 -11	14-16	Yr 11 ( post 16 – college/ sixth form/ apprenticeship)
Key Stage 5	Year 12-13	16-18	A-levels Yr 13 or end of course for other qualifications



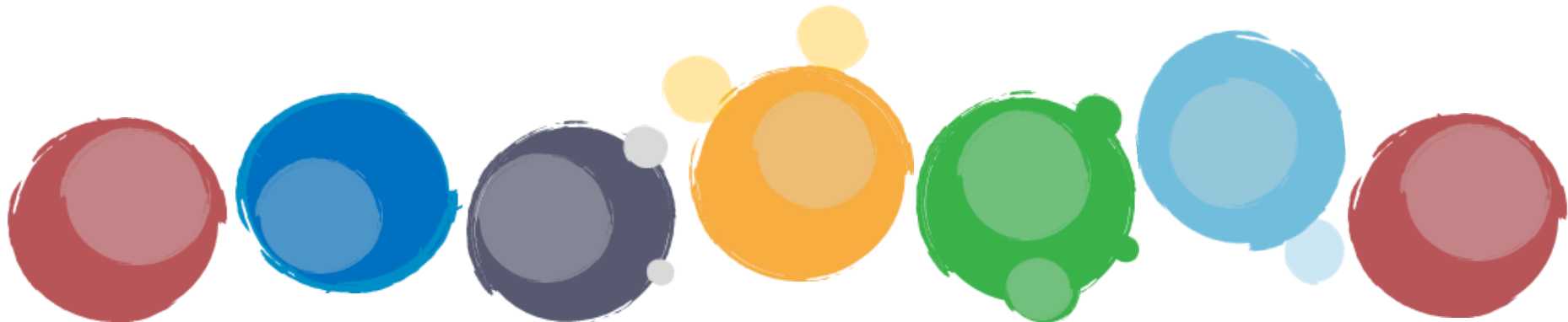
- The LA **must** review and amend your CYP's plan **before** the **15th February** prior to the child starting the new school in the September – the new plan must name the new school
- If your CYP is moving from **secondary school to a post-16 educational setting**, the review **must** be completed **by 31st March** in the calendar year of the transfer.



# Year 9 onwards

- Preparing for adulthood
- Planning from education, health & social care
- Include professionals from the next stage of education

You can find further information regarding this in Section 8.5 – 8.8 (page 124-125) of the SEND CoP



- Personalise your approach
- Develop a shared vision
- Improve post-16 options and support
- Raise aspirations
- Plan services together

# Preparing for Adulthood

5 key messages

4 Pathways

Prepared for adulthood

## Employment

## Independent living

## Community Inclusion

## Health



## *Pathways to 'Getting a Life'*

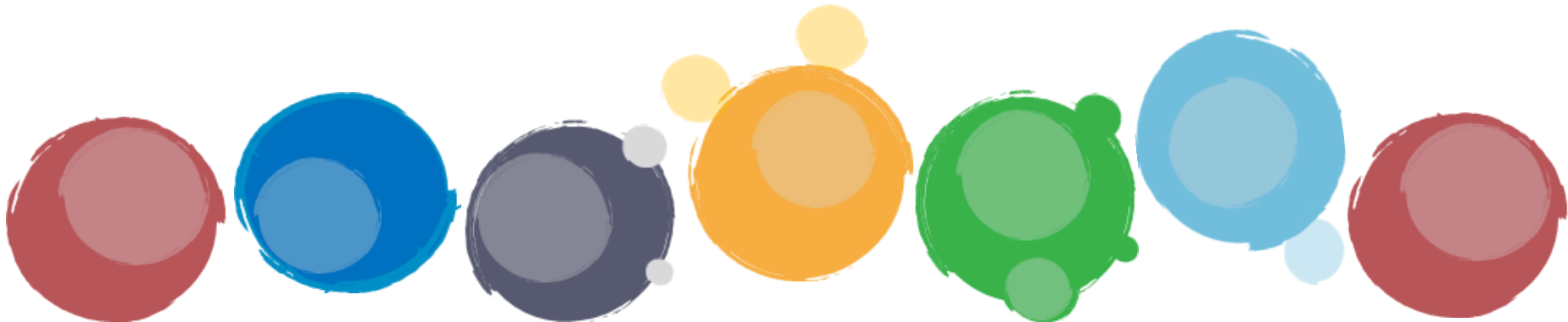
Pathway into Employment

Housing Pathway

Planning for Good Health

Developing Friendships,  
Relationships & Community

**[www.preparingforadulthood.org.uk](http://www.preparingforadulthood.org.uk)**



# Post 16

- Final year review to discuss the future
- EHCP ceasing if starting higher education





# Requests for an Early Annual Review

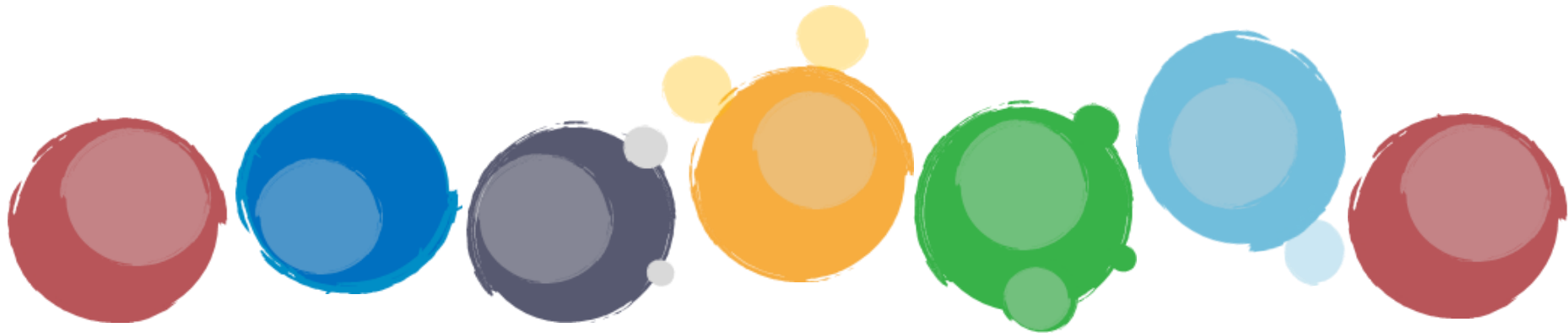
You may want to ask for an early statutory review if you believe:

- **needs have changed** and are **no longer accurately described** in the EHC plan
- that the education, health or social care provision in the EHC plan is **no longer meeting your CYP's needs**
- If your child or young person has been excluded from school



# What happens after the review meeting?

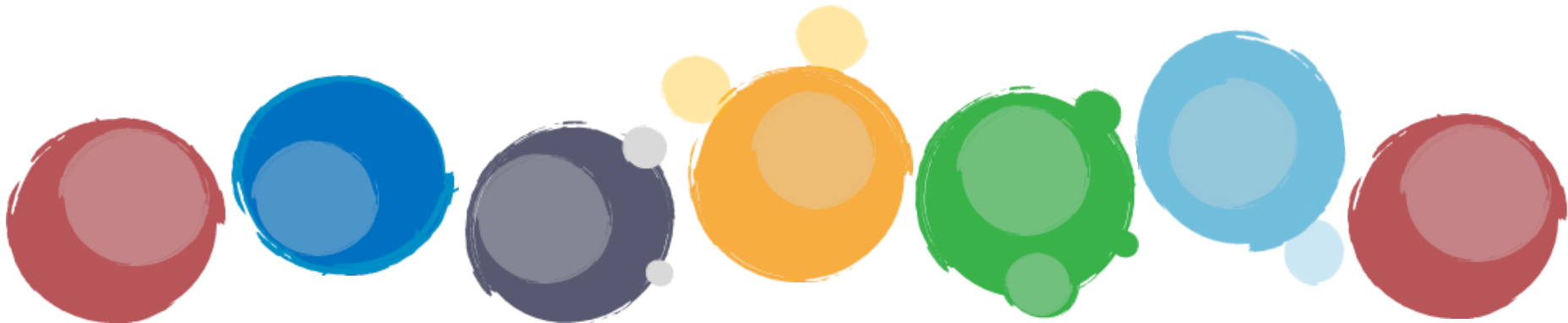
- 2 Week period to collate information
- The SEN team then reviews the paperwork and must let you know within 4 weeks, what the next steps are.



# Needs to be amended

The SEND CoP paragraph 9.176 says:

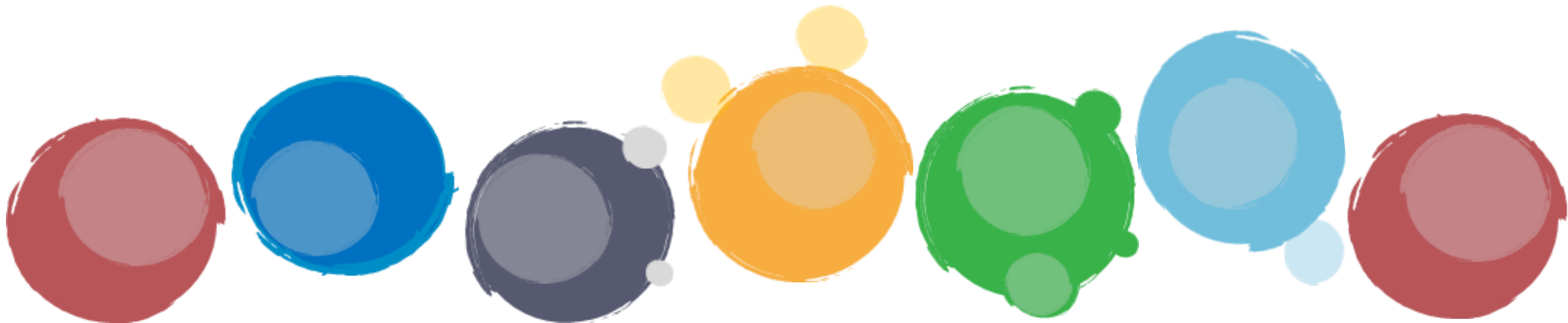
***“If the plan needs to be amended, the local authority should start the process of amendment without delay”***



# Remains unchanged



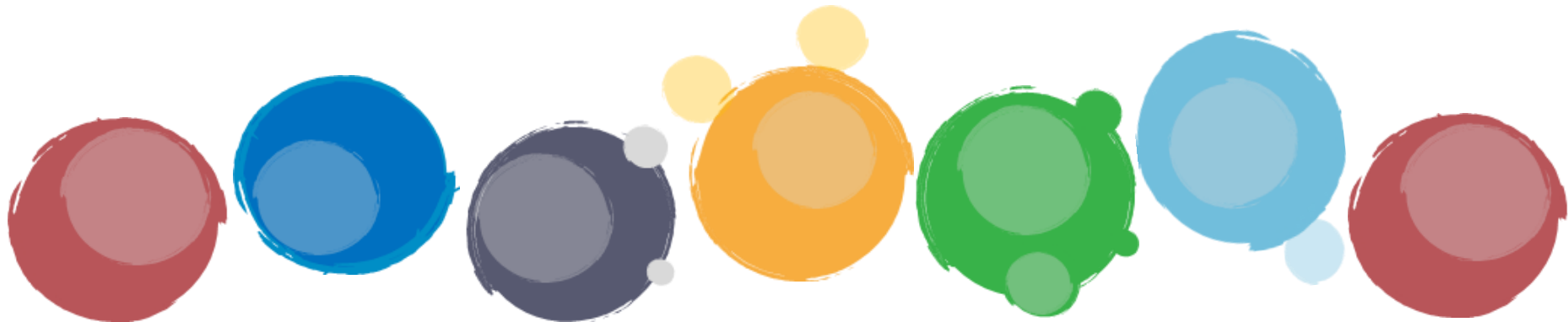
Under some circumstances the Local Authority feels their plan does not need to change.



# Cease to maintain

The proposal to cease to maintain the EHC plan would be discussed with you at the annual review meeting. No decision would be taken without you having the opportunity to have your views carefully considered.

If the decision is that no changes will be made to your child's plan or that the Local authority cease to Maintain the EHCP then you have a few options to explore.

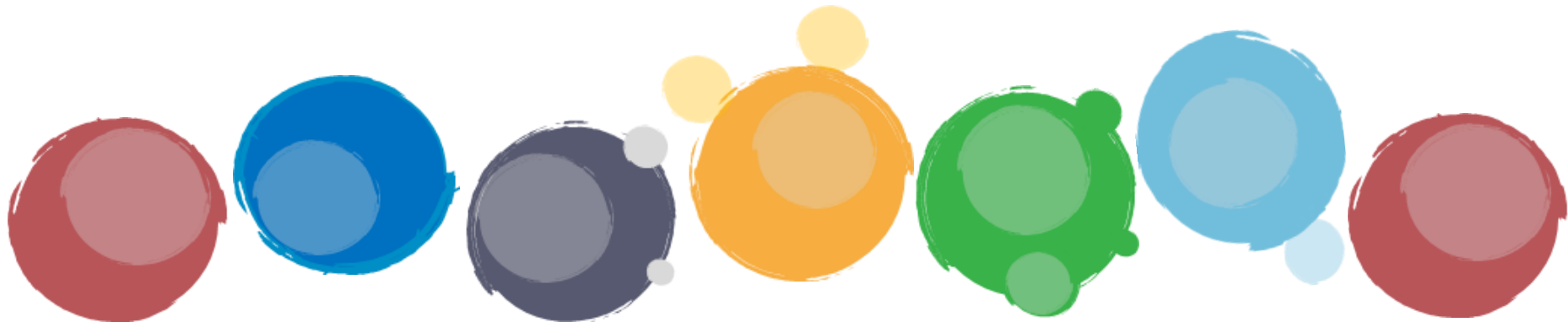


# What if I do not agree?

Speak to your SEN Officer

Keep the lines of communication open

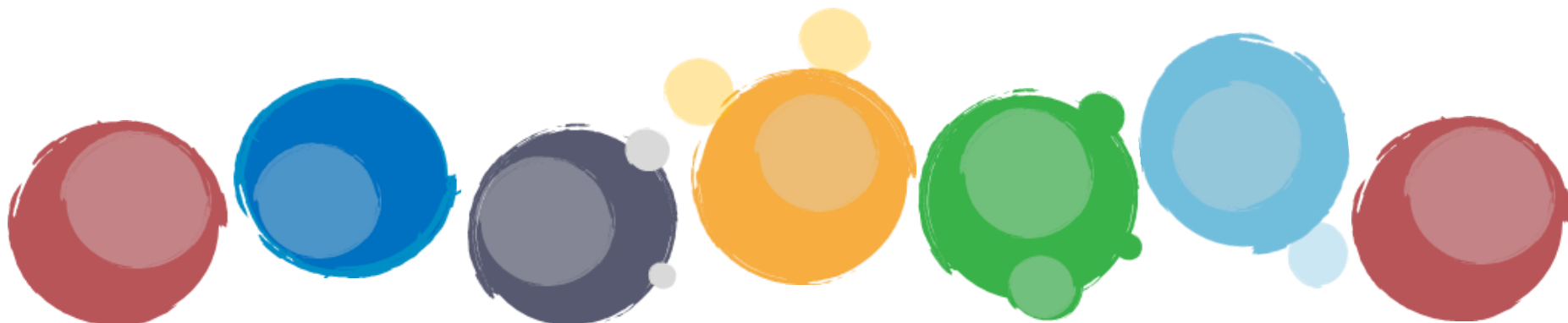
Speak with SENDIASS



# Hertfordshire's New Funding

Hertfordshire will be replacing Exceptional Needs Funding (ENF) with a more effective system for identifying needs and resources. The new system will be called **Top Up (High Needs) Funding (HNF) for mainstream schools and settings.**

<https://www.hertfordshire.gov.uk/microsites/local-offer/education-support/changes-to-exceptional-needs-funding-enf.aspx>



# One Page Profile

**Kaylie**

**What people like and admire about me...**

I am light hearted and don't often take offence to things	I don't like to quit - I will work as hard as possible to find a way
I am always up for a challenge	I always have time for others
I am good at crafting which is something I also enjoy	I am a good friend to others

**What makes me happy**

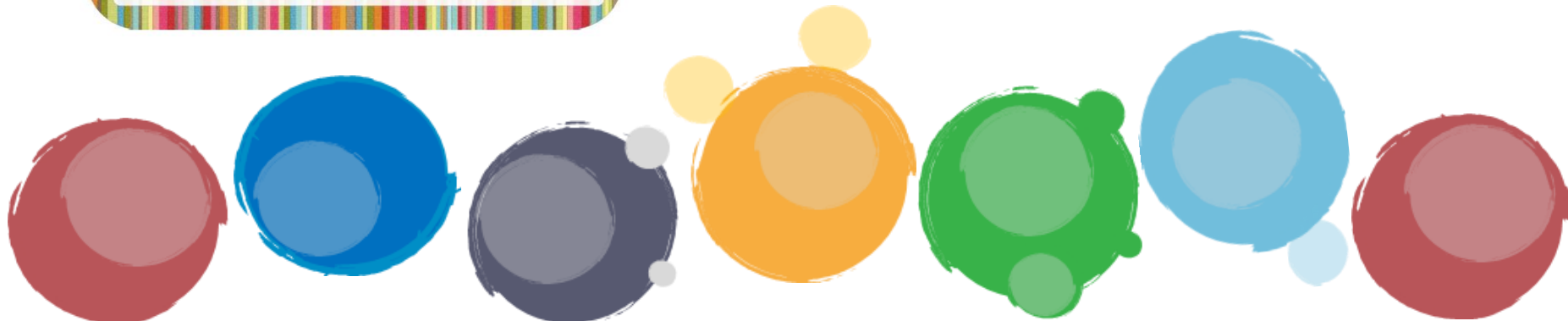
- **My family** - I live with my husband and two little boys Charlie & Arthur. Talk about being outnumbered!
- **Music** - I love music, it picks me up when I am feeling sad. I love live music and like to go to Gigs & Festivals.
- **Biscuits** - I am literally the office biscuit monster...if there are any in the tin, then I am eating them ☺.
- **My job** - Working for SENDIASS is one of the best jobs I have had! I love supporting others especially young people.

**How I want to be supported**

- I am a visual person. I like to see things done before attempting them myself
- I struggle with writing long pieces of work, so I like to use a computer
- I often have ideas but find it hard to put them into words, so I like others to be patient with me when I am trying to explain things
- Reassurance from others when I am doing things well really motivates me and helps me to keep going

You may wish to use a template for creating a one page profile. Sheff Kids have such a great website for lots of different templates for you to use:

[www.sheffkids.co.uk/adultssite/pages/onepageprofiletemplates.html](http://www.sheffkids.co.uk/adultssite/pages/onepageprofiletemplates.html)





# How to contact SENDIASS



01992 555847



sendiass@hertfordshire.gov.uk



# Questions

