



## Children's Services - Education

### Process for Annual Review of Education Health and Care Plans

#### Prior to the meeting

- School/setting should have asked those agencies supporting the child to complete the Advice Update Summary and attach any recent reports including draft short term targets for the coming year in the relevant Sections F to H.  
*(A report would only be required if the agencies has done work over the past year and has produced a new report as a result of that work)*
- Keyworker to update My Views form with child/young person and if any amendments are needed to the Family Conversation Form
- School/setting should complete the Attendance Form with those expected to attend and ensure it is signed by all those at the Annual Review Meeting

#### At the review

- Using the suggested Agenda, review the plan, making any alterations directly onto the plan. This can be done electronically using a different colour, or hand written. Any changes requested must be supported by evidence on the Advice Update Summary or associated reports.

#### Following the review

- School/setting should send the completed paperwork to the SEN Team.  
*(School/setting should not agree to individual agencies sending reports separately, ensure they are given to the school/setting prior to, or at the meeting, and sent it together)*