



Annual Review meeting invitation

The SENCo of your school, college, or education setting invites you, your parents and all the professionals that support you to the Annual Review meeting. The SENCo also asks for any reports that professionals have written about the support they are giving you.

Preparing for the meeting

Two weeks before your Annual Review meeting, the SENCo will send a copy of any reports that professionals have sent, and a copy of the draft Annual Review paperwork to everyone invited to the Annual Review meeting.

The Annual Review meeting

The SENCo will welcome everyone to the meeting, and you will spend time talking about your past year in education, how you are being supported, and what has gone well or not so well. The annual review is your chance to say if you think the EHC plan is still correct, or if any changes need to be made.

The meeting report

After the Annual Review meeting, the SENCo will write a report of what was discussed at the Annual Review meeting and send it to everyone who was at the meeting and the Local Authority (LA).

Local Authority decision

The Local Authority will look at the Annual Review report and decide whether they need to make changes to your EHCP.

Decision to amend the EHCP

If the LA decide to amend your EHCP, they will make the agreed changes, and send a copy to you and your parents to check.

Decision to cease the EHCP

If the LA decide to cease (stop) your EHCP, they will write to you to explain this. You have the right to appeal this decision.