



### **Annual Reviews**

- An Education Health & Care Plan must be reviewed by the Local Authority every 12 months
- You can update any section in your plan if you wish



### **The Annual Review Meeting Must...**

- Listen to your views, wishes and feelings
- Be all about you
- See what support is right for you



### **How Can You Get Your Views Across?**

There are many different ways you can give your views in the meeting like:

- Making a video
- Writing a letter
- Recorded message
- Draw pictures or diagrams of what helps or doesn't help you
- Use the Annual Review Toolkit from MK SENDIAS



### Make My Voice 'Heard'?

- You can ask the SENCO to help you before the meeting
- You can ask a parent or carer to give your views for you
- You can ask MK SENDIAS for support



### Important Timelines

- If you are changing or transferring to another school like from Year 9 to Year 10, the Annual Review must be finished by **15<sup>th</sup> February**, before you move
- If you are post 16+, the Annual Review needs to be completed by **31<sup>st</sup> March**, before you move to further education
- Invitations to the Annual Review meeting must be given out **2 weeks before** the meeting, the Head teacher usually does this
- **Within 4 weeks** of the Annual Review meeting, the Local Authority must decide to either:
  1. **Maintain the Plan**- keep it the same.
  2. **Amend the Plan**- change some things in it
  3. **Cease the Plan**- stop the plan (this will be discussed with you first)

You can find a flow chart of the timeline here



### **Will Someone Help Me In My Annual Review Meeting?**

- You can ask your TA, tutor, a family member, parent or carer for support
- You can ask MK SENDIAS for advice and support before your Annual Review
- An MK SENDIAS Caseworker may be able to attend the meeting with you



#### **You can contact us:**

- By completing a [referral form](#)
- Via our [website](#) for lots of useful information and factsheets
- To discuss your concerns by **phone** on 01908 254518
- By [email](#), briefly outlining your concerns
- On [Facebook](#)

### **Where Can I Find More Information?**

- Speak to your SENCo
- Contact MK SENDIAS
- Look on the MK SENDIAS Young People web pages
- Look at the Preparing for Adulthood website
- Milton Keynes Local Offer