

# ANNUAL REVIEW OF AN EHCP

An Annual Review focuses on your child or young person's progress towards achieving the outcomes in their Education, Health and Care Plan (EHCP) and whether these outcomes remain appropriate.



## WHEN SHOULD AN ANNUAL REVIEW HAPPEN?

- At least once every 12 months (or more frequently for children under 5, every 3–6 months).
- Before key transitions (e.g., primary to secondary school), the process must be completed by 15th February of the transition year (or by 31st March for post-16 settings).
- Parents can request an early review if they have significant concerns.

## YEAR 9 ANNUAL REVIEW – PREPARING FOR ADULTHOOD

From Year 9 onwards, annual reviews focus on preparing for adulthood, including:

- Supporting health and independence.
- Planning further education, training, or employment opportunities.
- Setting long-term aspirations and support needs.

Schools may help young people complete a Preparing for Adulthood Plan to reflect their goals and needs.

## WHAT IS AN ANNUAL REVIEW?

An annual review:

- Gathers the views of parents, carers, and the child or young person.
- Reviews the provision and support in the EHCP to ensure it remains effective.
- Assesses progress made towards outcomes and considers whether new outcomes are needed.
- Considers if the current educational setting remains suitable.
- Reviews previous targets and sets new ones if required.



## PREPARING FOR THE REVIEW

To make the most of your review:

- Review the EHCP: Is the information still accurate? Are outcomes being met?
- Gather updated advice from professionals working with your child.
- Highlight key points or make notes on areas you want to discuss.
- Write down questions or concerns to raise during the meeting.
- Bring support: You can ask a family member or friend to attend the meeting with you.

If you need help preparing, contact Shropshire IASS for support.

Access an Annual Review preparation checklist [here](#)

## AT THE REVIEW

During the meeting:

- Share your views and listen to those of professionals and the school.
- Discuss your child's progress, any changes in circumstances, and how the current provision is working.
- Set new targets and outcomes if needed.

Don't hesitate to ask for clarification if you don't understand terms or jargon.



## AFTER THE REVIEW

Following the meeting:

- The school will send a report summarising discussions and decisions within 2 weeks.
- The Local Authority (LA) will decide whether to:
  - Keep the EHCP as it is.
  - Amend the EHCP.
  - Cease maintaining the EHCP.

The LA must notify you of their decision within 4 weeks of the review meeting.

If the plan needs amending, the LA must issue the proposed amendments without delay and complete the process within 8 weeks.

## DISAGREEING WITH A DECISION

If you're unhappy with any decisions made after the review:

**Contact Shropshire IASS for advice.**

See the factsheet on '**Appealing a Decision about an EHCP**' for guidance on your options.

