



Parent Partnership

Information for parents or carers of children with Statements of Special Educational Needs

Information Sheet 12

Checklist for the Annual Review

This leaflet explains what will happen before, during and after an Annual Review meeting so that you can help the school meet the needs of your child.

Why an Annual Review ?

- To check your child has made progress and that any support has been successful in meeting their needs over the last year
- To see if there has been any change in your child's circumstances
- To think about and plan for next year. To set new aims and targets
- To see if the statement is still tight for your child's needs

When?

- A year after your child's statement was made or a year since the last annual review
- This can be any time in the school calendar. It will be different for each child
- Annual Reviews can be held less than a year since the last review if there are important new issues to discuss or if your child is under 5.
- If your child is due to move to a new school in the next year, then the review is usually held in the autumn term before the move
- Changes of school should be discussed at the review held during the last year but one before he or she moves to a new school

Where?

- The meeting will usually be held at school during the school day so that more of the professionals who need to be there can come
- There will probably be a time limit to this meeting, usually about an hour

This is an important meeting you should attend if possible

Who will be there ?

The Headteacher will invite all the people involved in your child's education to come to this meeting. If they are not all able to attend they should send in written reports.

The Headteacher must invite to the meeting:

- You, the parent or carer
- A relevant teacher
- An LEA representative, this may be your child's educational psychologist

- Any person the LEA considers appropriate
- Any other person the Headteacher considers appropriate

There are other people who could be invited by you or the school such as:

- Your child if he or she wishes to attend. If your child does not wish to attend, their views should be recorded and submitted with other reports
- Health professionals involved with your child such as Physiotherapists, Occupational Therapists or Speech Therapists
- A supporter or friend. A supporter can help you to prepare for the meeting by making a list of points you want to raise. They can help remind you of these during a meeting and can take notes of what is agreed during the meeting.

**Parent Partnership can help you choose someone to support you at meetings
01628 683182**

You can discuss who could attend when the school contacts you to arrange the meeting.

Year 9 Reviews

The Year 9 review sometimes called the **Transition Review** will involve more people including:

- Social Services
- Connexions Service

A **Transition Plan** will be written which brings together information from everyone so that plans can be made for your child to move into adult life. This plan will be considered and adjusted at each annual review from then on, the Connexions Personal Advisor (PA) should attend each time.

Before all Review Meetings

About a month before the review the Headteacher will invite you to the review meeting and must request written advice from:

- You, the parent or carer
- Anyone specified by the Local Education authority (LEA)
- Anyone else the Headteacher considers appropriate

You will be asked for your opinion about your child's progress. It can be helpful to write down your concerns on the form provided rather than just raise them at the meeting. You can contact Parent Partnership or the school if you need help to complete the form. You may wish to include any reports you have from private tutors or therapists.

Two weeks before the meeting the Headteacher must send out copies of all the reports and/or advice about your child's progress. You may contact the school if you haven't received the reports before the meeting. Make notes on anything you are unsure of in these reports to raise at the meeting.

At the Meeting

'Remember everyone has come together to help meet the needs of your child'

The meeting will be chaired by the Headteacher or a representative from the school.

You will be asked for your views. Using the list you have made, be confident about sharing your ideas

The professionals for the school: Teachers; Nursery Staff; Special Needs Co-ordinator (SENCo) will talk about the year, successes, difficulties and the way forward

Professionals from outside the school will be invited to contribute. This could be an Educational Psychologist or someone from another service like a Speech Therapist

It is unlikely that all outside professionals will be able to attend all reviews.

Feel free to question reports or comments made. Ask for anything to be re-explained if necessary

The discussions from this meeting will lead to any new plans or strategies for the future.

What next?

After the meeting the Headteacher must prepare a report and submit it to the LEA no later than 10 days after the meeting or before the end of term, whichever is the earlier. This report will contain a summary of the outcome of the review including recommendations for targets for the coming year and whether any amendments to the statement are necessary.

A copy of the report should be sent to all those involved in the review including parents and any relevant professionals.

The LEA will consider the report and decide whether to make amendments to the statement. Once this decision is made the LEA will send a copy of its decision to the Headteacher, the parents and anyone else they consider appropriate.

Normally the Annual Review report will be considered alongside your child's statement as a record of progress but where the decision is to amend the statement, the process of amendment should start without delay.