5 Prompts for Annual Reviews



4 - 5 weeks before Annual Review

2 weeks before the Annual Review

4 – 5 weeks before the Annual Review, school/ college/ provider requests updating reports from involved professionals and wishes/ views from the young person and their family

2 weeks before the Annual Review school/ college/ provider will invite involved professionals (sharing update reports), the young person, their family and the LA to the Annual Review

Annual Review

2 weeks after the Annual Review

4 weeks after the Annual Review

Annual Review takes place.

- **2 weeks after** the Annual Review, school/ college/ provider will share their updated report/ recommendations with all attendees and the LA (via Anycomms+)
- **4 weeks after** the Annual Review, the LA will reach the decision to maintain the EHCP, amend the EHCP or cease the EHCP and will inform the parent

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