Annual Review transcript – Nursery to Year 6

Slide 1

Introducing the Annual Review documentation that incorporates a checklist and template in the same document.

This will enable SENDCo's to have everything required to carry out the Annual Review meeting in one place. There are different sections which have been colour-coded to indicate which sections are optional for completion and which sections are required to be completed.

Slide 2

The link/QR code in the top-left corner of the slide will direct you to the webpage where the Annual Review documentation can be found. The checklist / template towards the bottom of each of the sections is the one to be completed during the Annual Review meeting. As part of the checklist, there is now information on what is required to happen in preparing for the Annual Review meeting at the beginning of the document.

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The first page is a replica of the front page of the EHCP. It is important to make any changes here so that information within the Local Authority can be updated.

Slide 4

At the conclusion of the meeting, information should be included as to the outcome, i.e. no changes, amendments required or cease the plan

Slide 5

The Annual Review process takes place over the year with the expectation that at least 3 meetings will have taken place before the Annual Review meeting to discuss progress.

The diagram sets out the statutory timelines within the Annual Review process.

Slide 6

Who to invite to the Annual Review meeting and what needs to be collated in preparation for the Annual Review meeting is provided. There is an option to complete this section if it is helpful.

Not every pupil will have health or social care needs. However, it is worth a conversation with the parent/carer to see if anything has changed. If health service are being accessed outside of Leicestershire Partnership Trust then the parent/carers may be able to provide those reports. For social care, it may help to refer to other areas that families may be more familiar with which they are accessing, e.g. a Short Break or have a SEND Family Support Worker.

More information is available on the template.

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A short survey to capture the voice of pupils is requested to be carried out. Information is anonymous and goes to our Corporate account where responses are collated for reporting to the SEND and Inclusion Board.

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The response from SENDCo's was that One Page Profiles for pupils are very useful. An example of one can be found on the SEN assessment webpage. However, schools are very welcome to use their own.

It is recommended that this is carried out prior to the Annual Review meeting to ensure that the voice of the pupil is captured whether or not they are attending the Annual Review meeting.

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The Specialist Teaching Service have gathered together a range of resources to capture voice. This can be found on the SEN Assessment webpage.

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A reminder here about the importance of capturing pupil's aspirations which leads to outcomes that can then be made SMART for inclusion in the EHCP.

Slide 11

Feedback from Leicestershire's SEND Hub (our Parent/Carer Forum) is that parent/carers would like to be prepared for the Annual Review meeting. In addition to receiving the reports, they would like to be able to consider appropriate responses on their child's future. Therefore, there is an exemplar of a One Page Profile for parents/carers to complete.

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Now we move onto what should be recorded and where during the Annual Review meeting.

There is an additional box to record if a pupil contributed by alternative means to the Annual Review meeting as well as the reason if not attending.

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Throughout the document there are notes sections where the conversation can be recorded. This will enable the SEN Regulations requirement to be met.

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Section A can either be taken as the One Page Profile or the boxes can be completed to record aspirations. If the One Page Profile has not been completed, it is recommended that the EHCP is reviewed and annotated.

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Here is an example of how annotations are to be recorded on the EHCP. Annotations should be made electronically on the EHCP and should be sent back to SENA as a Word document to make the process of making amendments more efficient.

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Not every pupil will have health or social care needs, therefore this section only needs to be completed if appropriate.

If there are new needs, the following should be completed:

New health needs or a diagnosis together with the date, can be added to section C.

New health outcomes should be included in section E prior to section G

New health provision should be included in section G

For social care, all new needs should be included in section D.

Depending on age and the type of support depends on whether provision should be included in H1 or H2. At the simplest level, for a pupil that is below 18 years, provision can go in either H1 or H2. H1 includes a short break, e.g. commissioned service, personal assistant. If a pupil is on a Child in Need plan, Child Protection Plan or is a Child Looked After, this provision should be included in H2. If a pupil has overnight stays as part of their short break, this should go in H2. This would then identify where new outcomes should be recorded.

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A section to record the conversation on new needs and provision is included. The wording required can be included on the annotated EHCP.

Slide 18

Progress towards meeting outcomes should be recorded in the next section. A summary of the progress towards meeting outcomes for each type of need is also included.

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As a reminder as to how to write SMART outcomes, the sandwich model is explained.

Slide 20

Young people and parent/carers have the right to ask for a personal budget from across education, health or social care. The process to provide a personal budget will involve meeting certain thresholds but this section allows requests to be recorded.

Slide 21

The final section enables Business Support in the Local Authority to check that the correct documentation is received. It is recommended that AnyComms is used to send through documentation. This is our secure method of transfer which doesn't require a school to give permission for Business Support staff to access documents that Egress would require.

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These are some of the resources that you may find useful. Further references to resources can be found in the Annual Review framework guidance document.