

Kent Parent Partnership Service



Free
independent,
confidential, impartial
advice and support

Supporting families of disabled children
and children with Special Education Needs



Annual Reviews

Parent Information

5

Annual Reviews

All statements (*other than those for children under two*), must be reviewed at least annually. The Annual Review of a pupil's Statement ensures that once a year the parents, the pupil, the Local Authority (LA), the school/education setting and all the professionals involved, consider both the progress the pupil has made over the previous 12 months and whether any amendments need to be made.

The purpose of the Annual Review is to:

- assess the child's progress towards the objectives in the Statement;
- assess the child's progress against the targets in the Individual Education Plan (IEP);
- review the special provision made for the child, including the appropriateness of any special equipment provided;
- see whether there has been any change in the child's circumstances;
- set new targets for the coming year;
- consider whether a Statement is still required.

At least 2 weeks before the start of each term, the LA should write to the School with a list of all the pupils on roll that will need an Annual Review that term.

The Head Teacher or teacher delegated with the responsibility must request written advice from:

- *parents/carers;*
- *staff who have been working with your child;*
- *anyone the LA thinks should be asked for advice.*

The school should send out copies of any written advice **at least 2 weeks** before the Review meeting.

The Head Teacher must invite:

- *the child's parents;*
- *a relevant teacher/class teacher/form or year tutor, the Special Educational Needs Co-ordinator (SENCo) or equivalent;*
- *a representative of the placing LA;*
- *any person who the LA considers appropriate;*
- *any other person the Head Teacher considers appropriate.*

There are other people who could be asked to attend, and you might want to discuss this when the School contacts you to arrange the meeting.

Others attending might be:

- *your child (they do not have to attend and could put their views in writing);*
- *health professionals (if appropriate);*
- *a parental supporter to accompany you.*

Professionals often do not attend routine annual review meetings, but will attend if there is a particular issue to be discussed.

Before the meeting it is a good idea to make a list of all the points you want to make, and a list of all the questions you want to ask. You can make a note if you think any of the aims should change, or if you feel any new targets should be made.

Where a child is placed outside the area of the LA responsible for that Statement, a representative of the placing LA should attend. If a child who is subject to a Care Order, an Education Supervision Order or is accommodated by the LA or the LA Social Care, information must be included from their Care Plan. This Plan must incorporate a Personal Education Plan (PEP) that sets out the educational arrangements for the child, and should include information from the statement, the annual review and IEP.

If a child or their family has English as an additional language, every effort should be made to translate relevant documents and have a translator available. Extra time should be given to allow for this.

Where a child or their family has a communication difficulty because of a sensory or physical impairment or learning difficulty, alternative communication systems should be used. Extra time should also be given to the meeting to allow for this.

Following the Annual Review meeting the Head Teacher must prepare a report, and submit it to the LA no later than 10 school days after the Review meeting or the end of that school term, whichever is the earlier. The Head Teacher must send a copy of the report to all concerned in the Review, including the parents and any relevant professionals.

The LA must decide whether to accept any of the Head Teacher's recommendations and, within one week of making a decision, they must send a copy of their decision to the Head Teacher, the Parents/Carers and anyone else they think appropriate.

Where a child is educated otherwise than at school, the timetable for arrangements is the same as for children in schools. The parents must always be invited, and it should take place at the most convenient location. *(This may be the family home).*

Interim Reviews

Where a school recognises that a pupil with a statement is at risk of disaffection or exclusion, an interim or early review should be called.

Secondary Transfer Arrangements

Please see separate leaflet.

Transition Review Year 9

Please see separate leaflet.

Annual Reviews from Year 10

The school remains responsible for arranging Annual Review meetings until such time as the pupil leaves school. Some pupils with Statements of Special Educational Needs will remain in school after the age of 16. The LA is still responsible for these pupils until the age of 19.

In Kent and Medway the Connexions Service should be invited to the Annual Review in Year 11 in order that the Transition Plan is updated.

Although this document does not have the legal standing of a Statement, it is useful to pupils, parent and the school as it can be used in planning appropriate support for your child.

A final statement will be issued and you will have 2 months in which to appeal to SEND and have the availability of disagreement resolution services if you do not agree with the finalised statement (eligibility criteria applies). Parent's right of appeal cannot be affected by any disagreement resolution procedure.

If you have concerns about your child's needs and provision as set out in the Statement of Special Educational Needs, you should discuss your concerns initially with school and with the Local Authority caseworker.

Following discussions, if you believe there are significant changes in your child's needs, you have the opportunity for a re-assessment. You should express your views in writing to the Local Authority caseworker.

Kent Parent Partnership Service (KPPS) can provide information and support at each stage of the Review process. This can include explaining the process, helping with paperwork and supporting at meetings.

Kent Parent Partnership Service



Helpline: 03000 41 3000

Office: Shepway Centre, Oxford Road, Maidstone, Kent ME15 8AW

Office Tel: 0300 333 6474

Minicom: 0300 333 6484

Email: kentparentpartnershipservice@kent.gov.uk

Website: www.kenttrustweb.org.uk/kpps