



Education, Health and Care Plan Review Meetings

After an EHC Plan is agreed, it is reviewed each year. This provides an opportunity for all the relevant parties to make any changes needed and amend any outcomes if required.

Timeframe

| When | What happens | Action Required |
|--|---|--|
| July each academic year | Dates for EHC Plan Review meetings are sent out to parents/carers. | Check the dates and inform the school if you are unavailable. |
| 2 months prior to the EHC Plan Review Meeting | A letter from the school is sent out to parents/carers including the 'All about me' and 'My family views' sections from the EHC Plan. | Update the 'All about me' and 'My family views' sections and return to school along with the reply slip at the bottom of the letter. |
| 2 weeks prior to the EHC Plan Review Meeting | A letter from the school is sent out to parents/carers. This includes reminders about the time of the meeting and the request to complete the 'All about me' and 'My family views' sections. The teacher report is also included. | <i>If not already completed</i> , return the completed 'All about me' and 'My family views' sections, along with the reply slip. |
| Prior to the meeting | Any relevant therapist reports will be sent out. | |
| EHC Plan Review Meeting | Meeting takes place, currently over the phone or via ZOOM. | Attendance. |
| Following the meeting | A record of the review and any reports are sent out to parents/carers within 2 weeks of the meeting. The County SEN Team prepare a draft amended EHC Plan and send it to parents/carers for comment, before issuing a Final EHC Plan. | Any comments on the draft amended EHC Plan to be communicated to the County SEN Team. |