



Education, Health and Care (EHC) Plan Annual Review Guidance for Schools

January 2019

Introduction

This is Derbyshire County Council's Guidance to schools on the process of the annual reviewing of Education, Health and Care (EHC) plans.

It follows the recommendations and guidance within the Special Educational Needs and Disability Code of Practice 0 to 25 years to which schools, local authorities and others are required to have regard. It seeks to follow the spirit of the Children's and Families Act 2014 by the promotion of Person Centred reviewing, working together with children, young people and their families to capture their voice so they are fully involved in decisions about their support and what they want to achieve.

The Code of Practice states that:

EHC plans should be used to actively monitor children and young people's progress towards their outcomes and longer term aspirations. They **must** be reviewed by the local authority as a minimum every 12 months. Reviews **must** focus on the young person's progress towards achieving outcomes and supporting targets.

Paragraph 9.168

Reviews **must** be undertaken in partnership with the young person and their parent or the young person, and **must** take account of their views, wishes and feelings, including their right to request a Personal Budget.

More information about [EHC plans](#) can be found on Derbyshire County Council's Local Offer website.

Pre review

Come to my review!

There is a suite of Model invitation letters available as part of the EHC Plan reviewing package, of course if a young person is able to write their own letter this would always be a preference. The letters can either be used as they are or as ideas for staff/young people to base their invitations to review on.

There is a reviewing grid that needs to be included as part of the professionals invitation. If a professional is unable to attend then the reviewing grid and/or an up to date report should be submitted back to school/college at least two weeks prior to the set date for the meeting with the invitation being sent at least 6 weeks before.

The grid and/or report should contain all the information needed to show progress against Outcomes named within the plan and any plans for future provision from their service and must be dated and signed.

Any recommendation of change in parts C, D, G, H1 and H2 of the EHC Plan are dependent on Health and Social Care input.

Pre review preparation

Young person

Some model person centred tools are included as part of the package; there is access to examples of good practice and various choices of Pre review paperwork accessible through the [Derbyshire County Council website](#) or the Derbyshire [Local Offer](#)

These are designed to aid the capturing of the young person's voice, of course if a young person is able to write/design their own this would always be a preference and the person centred pages can also be used as a block of ideas and prompts if required.

Parents

There is a pre review reviewing grid which is different from that of the professionals as a suggestion for the use of parents to capture their views prior to the meeting. This could be sent out with the invitation together with a model letter encouraging parental participation

Pre review grids can be accessed via [Schoolsnet](#).

A meeting about me!

The format of the meeting is down to personal choice as is the venue. An example of recording who has said what at the meeting is everyone signing in with a different colour felt pen then using that colour to write on the paperwork to identify who has provided the information.

The reviewing paperwork has been designed so that a member of staff can fill information straight into the document during the review under the correct headings.

It is important to have a copy of the most up to date EHC Plan available to review during the meeting. The document can be annotated to suggest any information which is no longer relevant and needs to be removed and submitted with the review paperwork.

Education Health and Care (EHC) Plan Review Paperwork

Education, Health and Care (EHC) Plan Review Checklist

Please complete the Education, Health and Care (EHC) Plan Review checklist and submit along with the Annual Review.

Page 1

- Please complete the details about date of the young person's final EHC Plan, date of review meeting, chair/facilitator and date of last review meeting.
- Please complete the young person's and parent/carers details. It is vitally important that this section is completed accurately to ensure the details held centrally remain up to date, and appropriate amendments can be made.
- Please complete the young person's school / college / education provider's details and attendance details
- **Legal orders** – please give details of any orders under child care or well-being legislation, or those applied through the justice system which affect the young person or young person.
- **Would you advise the Local Authority to amend the EHC Plan?**
Proposed changes to the content of the EHC Plan will be subject to consideration by the Local Authority. They will not automatically be agreed. Please ensure the reasons and evidence for proposed changes are clearly documented within the review paperwork and all supporting evidence/reports are submitted with the review paperwork.
- *** Please remember on occasions where parents are requesting a change of placement this must be recorded in the parent's views section and the YES box ticked in order for the request to be processed centrally.**
- **Would you advise the Local Authority to cease the EHC Plan?**
Consider, could the outcomes be addressed through alternative types of funding, e.g. Graduated Response to Individual Pupil (GRIP), post 16, attending college, funding available without and EHC Plan?
Have all the outcomes been achieved?

Pages 2-3

- A record of attendance at the review and contact details as well as whether or not the professional has contributed to the review if they are unable to attend. All reports must be submitted along with the review paperwork.

Section A - Young person and parent/carers views

Young person's views

- Please summarise the young person's views of the past year's progress and their hopes for the future.
- What's working well for me? - Consider what the young person feels they are good at? What strategies help them to cope on a daily basis in education/training/work? This may include strategies used in school/setting, particular lessons/activities or particular skills, important for the young person.
- What I am worried about? – Consider what the young person is worried about, would like to be better at and what is hard for them in education/training/work
- What needs to happen, any suggestions for change? – Consider what the young person would like to change and what would help them to get on better in education/training/work
- Hopes for now and the future – Consider hopes and aspirations for the future, for life/education/training/work

One Page Profile

- If the young person already has a One Page Profile (or similar document) in school then please ensure this is up to date and submit a copy with the review paperwork. Alternatively you can complete the provided one page profile document.
- In order for the photograph on the EHC Plan to be kept up to date there is a space for the most recent photo. Please note however the EHC Plan photograph will only be updated if the local authority agrees to amend the EHC Plan.
- How I communicate best and what help I need – Consider how does the young person make their wants/needs known? Do they need any extra support/equipment/strategies to be in place in order to do this?
- What people like and admire about me – Consider what do people like and admire about the young person.
- What is important to me now – this can include friendships, favourite lessons, things the young person enjoys doing that they see as important. This may include strategies used in school/setting, particular lessons/activities or a particular skills, important for the young person.
- What's not working well for me/What would make things better – this may include strategies used in school/setting, particular lessons/activities or a particular skill, important for the young person but not necessarily liked.
- What I like doing in school/Out of school – anything the young person enjoys both in and out of school.
- My goals and aspirations short term/long term – this may include transition, hopes and aspirations, getting a job?

Parent/carers views

- Please summarise the parent or carers views of the past year's progress and their hopes for the future.
- What's working well? - Consider what parents/cares feel is working well for their child. What strategies help them to cope on a daily basis in education/training/work? This may include strategies used in school/setting, particular lessons/activities or particular skills, important for their child.
- What are we concerned about? – Consider what parents/carers are worried about with regards to education/training/work
- What will 'good' look like? What needs to happen, any suggestions for change? Consider any suggestions for change? What parents/carers would like to change to support their child in education/training/work?
- Hopes for now and the future - Consider hopes and aspirations for the future, for life/education/training/work

*** Please remember on occasions where parents are requesting a change of placement this must be recorded in the parent's views section and you must tick YES you would advise the LA to amend the EHC Plan on the front page in order for the request to be processed centrally.**

Section B - My Special Educational Needs

*** Remember this is a review of the current EHC Plan, please have a copy of the most up to date EHC Plan available to review during the meeting. The document can be annotated to suggest any information which is no longer relevant and needs to be removed and submitted with the review paperwork.**

- Please complete only each section relevant to the young person's special educational needs. (For example if the young person has no identified special educational needs in Communication and Interaction then leave this section blank and move onto the next. Unless new needs have been identified and evidenced).
- Special Educational Needs – Please include a summary of any changes in the young person's special educational needs or new needs identified since the last review/stated in the EHC Plan which you are suggesting are amended in the EHC Plan. **Please include attainment data/diagnosis letter/professional reports/assessments as supporting evidence to any suggested changes in this section.**

Section C – My Health Needs related to my SEN

*** Remember this is a review of the current EHC Plan, please have a copy of the most up to date EHC Plan available to review during the meeting. The document can be annotated to suggest any information which is no longer relevant and needs to be removed and submitted with the review paperwork.**

- Please complete this section with factual information gathered from health professionals involved with the young person.

- Special Educational Needs – Please include a summary of any changes in the young person's health needs or new health needs identified relating to their special educational needs since the last review/stated in the EHC Plan which you are suggesting are amended in the EHC Plan. **Please include diagnosis letter/professional reports/assessments as supporting evidence to any suggested changes in this section.**

***Changes cannot be made to this section of the EHC Plan without supporting evidence from a health professional.**

Section D – My Social Care Needs related to my SEN

*** Remember this is a review of the current EHC Plan, please have a copy of the most up to date EHC Plan available to review during the meeting. The document can be annotated to suggest any information which is no longer relevant and needs to be removed and submitted with the review paperwork.**

- Please complete this section with factual information gathered from social care professionals involved with the young person.
- Special Educational Needs – Please include a summary of any changes in the young person's social care needs or new social care needs identified relating to their special educational needs since the last review/stated in the EHC Plan which you are suggesting are amended in the EHC Plan. **Please include professional reports/assessments as supporting evidence to any suggested changes in this section.**

***Changes cannot be made to this section of the EHC Plan without supporting evidence from a social care professional.**

Section E AND F – My Outcomes and Special Educational Provision

*** Remember please submit an up to date costed provision map detailing the young person's current provision with the review paperwork.**

- **Current outcome number** - Please include the number of the outcome being reviewed. Review each outcome in the current EHC Plan.
- **Progress against each outcome** - Please provide a summary of the young person's strengths/progress made against each outcome, (no matter how small). Please include a copy of all Pre review paperwork as attachments and also the young person's attainment data showing progress since the last review against each Outcome. Refer to the scaling system below and provide the relevant number against progress made for each outcome. Please only use the numbers provided 1-5.
- **Recommendation for outcome** – Please tick the appropriate action for each outcome agreed by professionals and parents at review meeting.
- **Recommendations for further outcomes** – Consider do the current outcomes need to change or be amended? Does the current outcome need to be broken down further? Do you have new advice/reports from professionals

suggesting new outcomes? Please reference professional's advice documented in review reports.

- Provision required to meet suggested outcomes – Consider how the young person will need to be supported to meet the suggested outcome. Please refer to professional's advice documented in review reports.

Outcome scaling	
1	Not achieved, even with support
2	Partially achieved, support required
3	Achieved within specific context/with specific adult
4	Generalising with support
5	Generalised to other environments/adults/independent use of skill

Preparing for adulthood (for Year 9 and above)

- For young people in Year 9 please describe plans and interventions for greater independence and preparation for adulthood.
- Please review each outcome with a view to preparing for adulthood. Note the young person's aspirations with regard to **Employment, Independent living, Community Inclusion and Health**.
- What are the young person's plans for the future?
- Please detail plans for further education, training and/or employment.

Health

- Please complete in the same way as above but note changes cannot be made to Health outcomes and provision without supporting evidence and documentation from health professionals.

Social Care

- Please complete in the same way as above but note changes cannot be made to Social Care outcomes and provision without supporting evidence and documentation from Social Care professionals.

Personal Budgets

- The reviewing of a Personal Budget should be undertaken by the **lead professional** for that budget.
- A lead professional is identified by who has the biggest amount of money for the delivery of the budget. The reviewing of this can happen as natural progression during a Person Centred review but it is down to the lead professional to make sure the provision is still meeting the family's needs.
- It is the lead professional's duty to check with the Direct Payments team and/or the Managed Bank account holder that all is going well from their point of view prior to the meeting. If there is a problem that needs discussion by

staff with other Personal Budget providers then it is the duty of the staff to alert the lead professional prior to the meeting and not for this to be openly discussed within the meeting.

- Personal budgets **must** always be linked to the outcomes they are used for.
- Please provide details of any personal budgets in place.
 - Detail who provides the budget education/health/social care.
 - How much the budget is for
 - What provision the budget provides and the outcomes in the EHC Plan this meets
 - Any planned review dates for the budget

For more information, guidance and documentation please see the [Derbyshire Local Offer](#).