

Proposed EHCP Annual Review Meeting Agenda

1.	<p>Welcome, introductions and outline the purpose:</p> <ul style="list-style-type: none"> • Introductions and ground rules explained and agreed. • Ensure that everyone has access to all of the papers. (Already shared at least 2 weeks prior to the meeting). <p>Part 1 – review information</p>	Chair	
2.	<p>Part 2: Are Changes required to the EHCP – Chair to indicate which sections need changing. (Details on the amendments will be discussed when reviewing each section).</p> <p>Part 3: List attendees, non-attendance and reports submitted on the Annual Review form</p>	Chair and all in attendance	5 mins
3.	<p>Part 4: Review personal information.</p> <ul style="list-style-type: none"> • Check against the current EHCP is the personal information remains appropriate, such as home address, GP, emails and telephone numbers 	Chair	5 mins
4.	<p>Part 5: The child or young person’s voice – Review progress since last annual review.</p> <ul style="list-style-type: none"> • Highlight achievements and successes. • Identify child/young person’s aspirations. • Identify things that need to change or improve 	Child/Young Person/Parents/ carers/teachers.	10 mins
5.	<p>EHCP – Review each section: Are changes required.</p> <p>Part 6 & 7 - Section A of EHCP</p> <p>Part 8 - Section B, C & D of EHCP – any new needs?</p> <p>Part 9 - Section E - Review progress towards Outcomes: Achieved/Remain appropriate/No longer appropriate.</p> <p>Part 10 – any amendments or new outcomes and provision for Sections F – education provision /G – health provision H1/H2– social care provision?</p>	All	20 mins
6.	<p>Other information</p> <p>Part 11- Section I – current placement and consideration for Phase Transfer For pupils in the Phase Transfer group – discussion and views on the futures placement</p> <p>Part 12 - Check if the parent/carer or young person would like to request a Personal Budget</p> <p>Part 13 - Check on transport arrangements, is the pupil ready for travel training/when will they be ready?</p>	All	10 mins
6.	<p>Summarise</p> <p>Part 14 - Recommendation to the Local Authority.</p> <ul style="list-style-type: none"> • Records any areas of disagreement, differences of opinions. • Set the date for the next annual review. 	Chair	5 mins
7.	<p>Conclusion</p> <p>Part 15 – Update the Checklist.</p> <p>Let parents and young people know that they can give views on their experience of the annual review process via an evaluation survey. The information you give us is confidential and anonymous. Please use the link below: Annual Review Parent/Carer Questionnaire https://forms.office.com/e/NNbbQnLGm8 Annual Review Young Person Questionnaire https://forms.office.com/e/xzbTFFFU6h</p> <ul style="list-style-type: none"> • Confirmation of next steps in submitting reports to the LA within 2 weeks of this meeting • Any other Business 	Chair	5 mins