

## Completing the EHCP annual review forms

**At least 2 weeks prior** to the Annual Review meeting, ensure that appropriate sections of the Annual Review Report have been completed and shared with all attendees (including the parent/carer/young person), along with updated advice/reports from professionals (e.g. SLT, OT, health, social care, etc.).

Ensure the Annual Review Report clearly outlines any proposed changes/updates to the **current EHCP**.

Please ensure the chair, parents/carers and the young person sign the annual review form as a record of the discussions. Parents/carers/young person can choose to sign the form in the meeting or may wish to read through it and sign and return the form to the education setting. (Please ensure the signed annual review form and reports are submitted to the Local Authority within 2 weeks after the meeting to [sen@hounslow.gov.uk](mailto:sen@hounslow.gov.uk))

Please refer to the *EHCP Annual Review Guidance and Practice Standards* for full details on conducting EHCP annual review at [Hounslow SEND Local Offer](#).

EHCP Annual review Form Section	Guidance
<b>Part 1</b>	Add required information for this section to include type of annual review.
<b>Part 2</b>	Mark Yes or No to whether there are any changes to the Education Health Care Plan. (Details of what needs to be changed is outlined in the following part).
<b>Part 3</b>	Note who attended the review meeting, list everyone invited and attended and confirm if reports are provided from any of the professionals supporting the child/young person. Please ensure all reports including child/young person's and Parents/ Carers views.
<b>Part 4</b>	Check personal details on the EHCP that is being reviewed and detail any changes. The child/young person's attendance should be added into the boxes including if they have had a fixed term suspension. The comments on any concerns box should be filled in if their attendance is a cause for concern, for example, it is at the 'persistent absence' level and if you have had to refer to your Attendance Officer. You can attach a copy of your attendance record as an appendix. However, make it clear what concerns/issues there are, if any, and what interventions/support has been made for this
<b>Part 5</b>	Everyone's views on the progress since the child/young person's last annual review. Parents, Carers and Education setting can support the child/young person.
<b>Part 6, EHCP Section A</b>	To complete this section, look at section A of the EHCP. You can support the child/young person to note their views. Consider the questions listed to support updates for Sec A of the EHCP for the child/young person and their parents' carers. Updates for this section starts to build on the child/young person's aspirations for the future, particularly as they move towards their preparation for adulthood (PfA) age. Please use the following links to support you with preparing for PfA annual reviews and support with planning: <a href="#">Council for Disabled Children - PfA</a> <a href="#">NDTI - PfA Resources</a> Consider pictures, drawings, presentations to ensure their voice is heard and identify how you gathered the information and what adaptations and accommodations have been made. For example, asking questions and scribing. Where possible, this section can be completed by the child or young person in advance of the meeting, and presented to attendees

	during the meeting, with any additional information added/changed in the meeting noted down in the Annual Review Report.
<b>Part 7, EHCP Section B</b>	Update learning levels with progress data from assessments, attainments & qualifications achieved with expected levels for the end of the year. We are aware that each provision uses their own progress tracker and measures/levels, so please ensure that your levels can be understood by providing a key.
<b>Part 8, EHCP Section B (Education) / C (Health) / D (Care)</b>	Check current section B; If changes are needed to the EHCP, please detail strengths and difficulties for the relevant section below. You can copy and paste from the current EHCP or use a word version of the EHC plan to show changes to sections B, C and D. <b>Key: red bold – additions and strikethrough – deletions. Remember, if you add or significantly change the child's special educational needs, please say what changes needed to the provision (section F) in Part 9.</b> It is not necessary to replicate information from professional reports, you can refer to a specific report and remember to send with the Annual Review report to the Local Authority).
<b>Part 9, EHCP Section E</b>	Copy & paste current EHCP Outcomes, and review progress – mark rating of progress alongside the Outcome whether the outcome/s listed are achieved, remain appropriate or no longer appropriate. Use the comments box to provide additional information on the progress towards the outcome. (Changes to the Outcomes and provision are included in Part 10).
<b>Part 10, Sections E &amp; F (Education) / G, Health / H1/H2 (Care)</b>	<p>Section E (Outcomes) - List here any new or amended outcome/s. where there is a change or new outcome. Please ensure Outcomes are co-produced with the family/child/young person and professionals involved. They must be Specific, Measurable, Achievable, Realistic and Time bonded (SMART). More information on Outcomes can be found on the Council for Disabled children's website here: <a href="https://councilfordisabledchildren.org.uk/sites/default/files/uploads/files/Outcomesexplainer-professionals.pdf">https://councilfordisabledchildren.org.uk/sites/default/files/uploads/files/Outcomesexplainer-professionals.pdf</a></p> <p>Please use the following links to support you with preparing for PfA annual reviews and support with planning: <a href="#">Council for Disabled Children - PfA NDTI - PfA Resources</a></p> <p>Section F – (Education Provision) - Any changes to provision in section F (if any) box, this will enable the Local Authority to incorporate this information into section F of the amended draft EHCP following the annual review. Please ensure provision is specified and quantified and ensure a provision map is attached.</p> <p>Section G – (Health Provision).</p> <p>Section H1/H2 – (Social care Provision).</p> <p>Please ensure all reports from professionals are included.</p>
<b>Part 11 EHCP Section I</b>	Consideration for any changes to placement requested by parents/carers or the young person. Consider next education setting where the child/young person is Phase Transfer group (Nursery to Reception/Year 1, Infant to Junior, Year 5, Junior and Primary to secondary and Year 10 to Post 16. Post 16 if changing Education setting).
<b>Part 12, EHCP Section J</b>	If parents/carers or the young person is in receipt of a Personal Budget, this will be outlined in section J of the EHCP, please review this. Add details for any changes or consideration for a new personal budget request.
<b>Part 13 Travel Arrangements</b>	Discussion on the child/young person's needs related to independent travel is essential to support the child/young person with developing their independent travel skills and working towards preparation for adulthood.
<b>Part 14, Recommendations</b>	Consider current levels of support/funding allocated; has the child young person made sufficient progress so that their special educational needs can be met through SEN Support levels? Any changes to the therapy services

	<p>must include a therapy report. Any recommendations for increased provision must be evidenced by changes recommended to sections B/E/F of the child/young person's EHCP. Education setting must provide a provision map that outlines how the current support/funding is used and how the additional support being sought will be used to support the child/young person. (Please note, requests for one to one support for children and young people should be an exception and should only be for a short period to provide intensive support due to a specific need).</p> <p>Please include any differences of views in this section. This section is there for you to record any actions/comments/minutes that were not able to be captured in the parts throughout the form. It is not expected that you will take verbatim minutes, but it is important to capture any important discussions, actions and disagreements. Please note, particularly where there is a disagreement in what is being recommended or identified within the review form, for example if the young person does not agree with the type of placement the school/education setting is recommending. This box should not cover information that is already recorded in the boxes provided to avoid duplication.</p> <p>Outline the PfA pathway options for pupils in year 11 and above. Please also set a date for the child young person's annual review</p>
<b>Part 15, Annual Review Checklist</b>	Use the checklist to ensure all reports are included as part of the annual review reports to the Local Authority