Annual Review Checklist

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| **Preparing for the Annual Review:** |  | **Lead for this action** |
| Is the Annual Review Meeting being held within 12 months of the last review or within 12 months of the EHC Plan being issued? | Y/N |  |
| Have the following individuals been invited to attend   * Parents/Carers * Relevant Professionals who are directly involved with the young person – e.g. Advisory Teachers, Education Psychologists, Youth Offending * Health e.g. Speech & Language, Occupational Therapists * Social Worker (Children and/or Adults) * LA Education (SENAT – attendance not standard and discussion required on individual case basis) * Future Education placement (if appropriate) | Y/N |  |
| Has at least 2 weeks’ notice been given for the date of the Annual Review Meeting? | Y/N |  |
| Has advice and information been sought about the child or young person prior to the meeting? | Y/N |  |
| Have all responses from invitees to the Annual Review Meeting been received and if any participant is unable to  attend has a written report been received? | Y/N |  |
| Has the advice and information gathered been circulated to all those attending the meeting at least two weeks  before the date of the meeting? | Y/N |  |
| Has a Chairperson been agreed for the review – if so who? | Y/N |  |
| During contact with the young person/parents/carers have the following issues been addressed:-   * Do they understand the purpose of the Annual Review and how they can contribute * How many people they would like to attend the review or whether they wish anyone not listed above to attend * Are they aware of the independent support available to them before, during and after the Review (SENDIASS) * Have they been sent a copy of the Swindon Transitions Guide (if yp is 14+)? | Y/N |  |
| **The Annual Review Meeting:** |  | **Lead for**  **this action** |
| Has the young person been given the opportunity to describe their aspirations? | Y/N |  |
| Are the young person’s successes celebrated? | Y/N |  |
| Does everyone agree on the type and severity of needs described in the EHCP? | Y/N |  |
| Is the meeting focused on the young person’s progress towards achieving the outcomes specified in the EHC  Plan | Y/N |  |
| Are the objectives/outcomes agreed for the plan measurable and achievable? | Y/N |  |
| Does everyone agree on what support is required to achieve the next set of objectives/outcomes? | Y/N |  |
| When a young person is **aged 14 – 18**, is the review beginning to look at the preparation for adulthood agenda,  in line with the transition protocol? | Y/N |  |
| When a young person is **aged 18+** are the outcomes centred around preparation for adulthood and educational  or training focused? | Y/N |  |
| For those **aged 19+** is there evidence that the young person needs longer than their peers to acquire and/or  consolidate learning which necessitates the plan being maintained beyond aged 19? |  |  |
| Are amendments to the EHC Plan agreed by all in the meeting? Have these amendments been suitably  highlighted and backed up by evidence? | Y/N |  |
| At the conclusion of the meeting:-   * Have the aspirations and voice of the child been reflected in the ECHP and Action Plan * Have all attendees (including young person/parents carers) agreed to the Action Plan * Have individuals been identified to support the Actions identified * Have monitoring arrangements been put in place? |  |  |
| **After the Annual Review Meeting:** |  | **Lead for**  **this action** |
| Has the Annual Review paperwork been signed by all those required? | Y/N |  |
| Has the Annual review paperwork been sent to everyone invited to all invited to the meeting within two weeks of the meeting? | Y/N |  |
| Have any actions agreed in the meeting been acted upon e.g. referrals to different agencies or visits to future  providers. | Y/N |  |
| Is the paperwork completed thoroughly so that people who did not attend the review can get a fair understanding of what was discussed? | Y/N |  |