Annual Review Policy

Reviewed: 09.26
To be reviewed: 09.28

The Annual Review represents an opportunity to ensure the appropriateness of the EHCP and to provide a focus for future provision. The review policy is written in conjunction with subject monitoring and evaluation, and ICP documentation.

Recommendations are agreed and recorded at the Annual Review. The Annual Review document reports individual care and education programmes and records progress of the child within those programmes. The Annual Review statement gives details of need, attendance figures, progress reports and future targets to be attained and prioritised.

We encourage the views of the child and their parents/carers. Additional needs and consideration for independence and working life are taken into account. Statements about the pupils functioning are made sensitively and with consideration for the dignity and respect of the individual.

Transition reviews take place at the end of KS2, KS3, KS4 and Post-16. The transition reviews at KS3, KS4 & Post 16 involve links with independent Careers Education and/or Information, Advice and Guidance services. Recommendations from the review are prioritised and monitored by the Senior Leadership Team (SLT).

Process

1. The school office carries out the administration of the Annual Reviews, which provides a schedule for tasks to be completed.

2. Annual reviews are scheduled in the Autumn term and Spring term, unless specific dates are requested by LA's and/or parents/carers.
3. Collation of reviews, and the general functioning report, is completed by Form Teachers. Final proof reading is carried out by a member of the Senior Leadership Team (SLT).
4. The Annual Review is chaired by a member of the SLT. Teachers, Learning Support Staff and Care Staff attend the meeting as applicable.
5. Recommendations and letters of support are written as soon as possible after the review and are disseminated to parents and outside agencies involved in the education and care of the child. The recommendations are available to school staff through meetings and the school Intranet system.