EHCP AND ASSESSMENTS | ENGLAND

EHCP Annual Review Preparation Pack

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An EHCP in England must be reviewed at least once a year. This pack helps you gather progress, concerns, questions and the changes you want discussed, so the meeting is easier to take part in.

It does not run the review for you and it is not an official local authority form. Check the invitation letter for dates, and get advice from SENDIASS or IPSEA if you are unsure about the process or a deadline.

Who this is for

Parents, carers and young people in England preparing for an EHCP annual review, including a first review or a review where a lot has changed.

What is inside

- A snapshot of what has changed this year
- Views on outcomes, provision and what is missing
- Questions and a meeting planner
- A one-page summary to take with you

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Before you start

The annual review is a formal process. In England the local authority must review an EHC plan at least every 12 months. You should be invited and your child's views should be sought in a way that works for them. Ask for papers in good time, and ask for any reports you have not seen.

EHCP processes described here apply in England, under the Children and Families Act 2014, the Special Educational Needs and Disability Regulations 2014, and the SEND Code of Practice: 0 to 25 years (2015). Scotland, Wales and Northern Ireland have different systems. Always check the current official position and any deadline on letters you receive.

Child or young person's name

Date of the current EHC plan (if you know it)

Review meeting date, time and place

Who is likely to be there

Date you received the invitation or reports

What has changed since the last review

Progress or achievements we want recognised

What is working well, including support that must not be lost

What is not working, or what has become harder

Changes at home, in health, in attendance, or in the family that the review should know about

Outcomes and provision

Look at the outcomes (often Section E) and the special educational provision (often Section F). Note anything that is out of date, vague, or not happening as written.

Outcomes that have been met, or partly met

Outcomes that need to change, and why

Provision that is being delivered as specified

Provision that is missing, inconsistent, or too vague to check

Give dated examples if you can: what should have happened, and what actually happened.

Questions and what I want agreed

Questions I want the meeting to answer

Changes I would like to see in the plan, in my own words

The child's or young person's views (or how they will be shared)

Reports still missing, or information I have asked for

My one-page summary for the meeting

The three points I most need discussed

What I would like to be written down at the end of the meeting

After the meeting: what was agreed, who will do it, and by when

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- GOV.UK: SEND Code of Practice: 0 to 25 years (2015)
- Children and Families Act 2014, and the SEND Regulations 2014
- Your local SENDIASS service (free and impartial)
- IPSEA, for legally based information about SEND law in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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