LEARNING AND WORKBOOKS ENGLAND

Parent Guide to Annual Reviews

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A plain-English guide to annual reviews of an EHC plan in England, with space to prepare your views and a list of what to check afterwards.

This is general information, not legal advice. It does not replace the formal notice, reports, or the review process.

Who this is for

Parents, carers and young people in England preparing for an annual review, or trying to understand what should happen after one.

What is inside

- What an annual review is
- How to prepare
- What should happen after the meeting
- A personal preparation sheet

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.

A review of the plan, not only a meeting

An EHC plan must usually be reviewed at least once a year. For some children under five, reviews happen more often. The annual review is a process: gathering information, seeking views, holding a meeting in most cases, and then the local authority deciding whether the plan should stay the same, be amended, or be ceased. The meeting is important, but it is not the whole process.

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.

The local authority (or the school on its behalf, in many cases) should invite you, gather advice, and circulate information before the meeting, in line with the Regulations and the Code of Practice. If papers arrive late, say so and ask for enough time. Get advice from SENDIASS if you need it.

How to prepare

- Read the current plan, especially needs, outcomes, and Section F provision.
- Note what has happened this year: what was put in place, what helped, what did not, and what has changed.
- Gather the child's or young person's views in a way that works for them.
- Write your own views, including anything you want amended.
- List questions, and the outcomes or provision you think now need to be clearer.

From Year 9, reviews in England should also look towards preparing for adulthood. You can use the Preparing for Adulthood Planner in this shop alongside this guide.

After the review

The school or local authority should send a report of the review. The local authority then decides whether to keep the plan as it is, amend it, or cease it, and should notify you. If the plan is to be amended, you should later receive a proposed amended plan and have a chance to comment. Decision letters can include appeal rights. Deadlines can be short — check the letter and get advice quickly if you disagree.

My preparation notes

What has gone well this year, and what provision actually happened

What has not worked, or is missing, and what I would like changed in the plan

The child's or young person's views, in their words or mine

Questions I will ask, and advice I may seek

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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