

Timeline for Education, Health and Care Plan Reviews

At the start of the academic year, best practice, school sets meeting dates with a reminder being sent at least 6 weeks before the meeting.

At least 4 weeks before the meeting

School sends invitations to: parents/carers, young person (where appropriate), EYs provider, headteacher or principal and other individuals relevant to the review.

At least 2 weeks before the meeting

School obtain information and advice from all invitees and circulate to all.

At the meeting, which the school leads:

Consider the child or young person's progress towards outcomes and whether the outcomes remain appropriate.

Consider what provision is required to support the child or young person in preparation for adulthood and independent living.

Within 2 weeks of the meeting, school circulates the annual review report to all invitees sharing:

- any recommended amendments, on a copy of the EHC plan
- any differences between the recommendations and other's attending the meeting, on the summary of discussion, including any other points discussed
- all information and advice obtained about the child or young person

Within 4 weeks of the meeting, LA notifies of decision to Maintain, Amend or Cease the EHC plan.

Where the LA decides to Amend the plan, the proposed amendments must be sent to the parents/young person at the time of the notification to amend. The LA informs parents/ young person of their right to:

- make representations about the content of the plan
- to request a particular school/setting.

Where the LA decides to Cease or Maintain the plan parent is provided with:

- notice of their right to appeal to the SEND tribunal and time limits for this
- information about mediation
- information about disagreement resolution services and information and advice (SENDIAS)

At least 15 days following the notification to Maintain, Amend or Cease, parents/young person can make representations about the content of the plan and to request a particular school/setting, and can request a meeting with an LA officer.

As soon as practicable, and within 8 weeks of the notification to amend, the LA issues the final amended EHC plan, or decides not to amend after all. Where issued, it is clear that it is an amended EHC plan.

The LA must provide the parent with:

- notice of their right to appeal to the SEND tribunal and time limits for this
- information about mediation
- information about disagreement resolution services and information and advice (SENDIAS)