



Annual Review

Who is this leaflet for? Children who are in secondary school, or at college who have an EHC Plan. It will help you understand your annual review.

? What is an EHC Plan and Annual Review?

It is an Education, Health and Care Plan. It is an official document that explains to your school or college, and other professionals, how you should be supported. Your EHC Plan must be reviewed every year. This is to make sure your support is still helping you. Your EHC Plan grows with you and changes as you get older. The Annual Review has 4 steps to it.

1 Step 1

The Annual Review meeting is planned and invitations are sent out. Your parents or carers are invited. Also other people who support you will be invited and they are asked to write a report about how you are doing. You will be asked to fill in a form too, you might be helped with this by a teaching assistant or you can do it at home with your parent or carer. There is more information about this on the next page.

2 Step 2

The SENCO at your school or college gathers all the reports together and shares them with your parents and carers so they can read them before the review meeting.

3 Step 3

The annual review meeting takes place. Annual Review meetings are positive meetings and will look at the things you have been doing well. The meeting will also consider where you might need some more help. You can be part of the meeting or choose to just be there for a short time, or not at all.

4 Step 4

After the Annual Review meeting, the SENCO sends a report to Bolton Council. Bolton Council may make some changes to your plan to help you.



Tips for your pupil advice form

A teaching assistant, or your parent or carer can help you fill this in. It is your chance to tell people how you feel. It doesn't have to be on this form, it can be done however you want.

What would you like to do next? Maybe college to learn more, or some work experience? You might know what you want in the distant future, or not be sure yet!

This can be anything! Your dog, your friends, having support in lessons, having a quiet space to go to. Anything that you need, at home, at school, anywhere.

What have you done well? Have you learnt a new skill? Got a certificate? Done something new? It's about things in school and out of school

What things help you? Is it having a certain person to talk to, or having help organising, or things being explained differently. Maybe you find it helpful when people encourage you, or when they leave you alone.

What things would you like to be better at? Do you want to improve your maths, or make more friends, or find a new club. This is about anything that you would like to improve.

How can school or college help you? Is there anything that they don't do that would be helpful.



EHC Plan Annual Review: Pupil Advice Form

This information should be provided in the child/young person's preferred format e.g. a powerpoint presentation, a collage of photographs, writing, the use of symbols, mind maps, drawings etc. Where possible, the following information should be provided

Name: _____

School: _____

My aspirations for the future are:

 _____

These things are important to me now:

 _____

My achievements over the past 12 months include:

 _____

I have found the following useful:

 _____

I would like to make more progress in:

 _____

I would like school/college to help me by

 _____

Signed: _____

Date: _____