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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Parent/YP is notified that an AR is due to take place** |  | |  | |  | | **\*1** | | **If LA decides to amend, it must issue a draft EHCP ‘without delay’** | **\*2** | | | **\*3** | | | | | |
| 4 | 3 | 2 | 1 | 1 | 2 | 3 | 4 | 1 | 2 | 3 | | 4 | 5 | 6 | 7 | 8 |

Can request a particular school or

Latest date final amended EHCP can be issued:



Sources: Council for Disabled Children Independent Supporter Training resources; Hertfordshire County Council SEND

Date LA issues draft amended EHCP:

**\*1** LA could make one of three decisions:

* Leave EHCP unchanged
* Cease to maintain EHCP
* Amend the EHCP

**\*2** Parent or young person can:

* Submit comments
* Request meeting with SEN officer
* Request a particular school or college to be named in the EHCP

**\*3** Deadline for issue of final amended EHCP:

* For 16+ transfers, final amended EHCP must be issued by 31 March
* For other phase transfers, final amended EHCP must be issued by 15 February

**Annual Review concludes at this point – MUST be within 12 months of** **date of final EHCP**

Date for Annual Review meeting:

Date by which LA notifies parent/YP of review decision:

Date by which school must send report to LA:

Date by which reports must be circulated:

Date by which invites to meeting sent out:

**15  
calendar  
 days**

Name

**My EHCP Annual Review Timeline**