|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **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**