

Record of EHCP Annual Review held on --/ --/ --

Pupil's name **Date of Birth --/ --/ --**

Name of school/ setting

EHCP Goals/ Outcomes	Goals for the year	Progress towards goals this year*	Comments / evidence of progress
1			
2			
3			
4			
5			
6			
7			
8			

*Annual goals - Red = not met, Amber = partially met, Green= fully met

Summary of discussion at EHC Annual Review

Child / young person's views

Parent/ Carer views

School views

Attainment

Please attach a document summarising the pupil's attainment in all areas of their learning and development including P-Scales, progress levels, examination results and reading and spelling age where appropriate. Add a cross to the box to confirm document is attached.

Attendance figure since EHCP issued or last annual review.....%

Recommendations of the Annual Review

<input type="checkbox"/>	<p>Maintain the existing EHC Plan with no change The education setting and the provision in the EHC Plan remains appropriate and is able to meet the pupil's needs.</p>
<input type="checkbox"/>	<p>Amend the EHC Plan as this pupil's circumstances have substantially changed Please specify details including supporting evidence of:</p> <ul style="list-style-type: none"> a) Changes in circumstance; <u>and</u> b) Intervention and its impact (i.e. what the setting has done to make reasonable adjustments to manage the change in need as part of 'assess, plan, do, review') <p><i>The absence of demonstrable evidence of a change in need <u>and</u> action taken to address the need, will either result in delay or will mean that the authority will be unable to make any changes to the plan.</i></p> <p><u>Examples</u> of the type of evidence that the LA would expect settings to provide (this is not an exhaustive list) include:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Termly support plans and/or progress reports <input type="checkbox"/> Reports from external agencies involved e.g. EP Service, CAMHS, Speech & Language Reports etc. <input type="checkbox"/> Behaviour / incident logs, and/or details of fixed term exclusion
<input type="checkbox"/>	<p>Cease the EHC Plan The pupil's needs and provision can be met without an EHC Plan or the young person is leaving education.</p>

Are there any differences of opinion about the recommended changes and/ or amendments between the educational setting and others attending the meeting? Record all differing views.

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People involved in this annual review

Name	Role	Invited	Attended meeting	Report provided
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

The record of the annual review has been completed by:

Name		Role	
Signature		Date	

Signature of parent/ carer

Name		Date	
Signature			

Appendices to annual review

- a completed EHC Support Plan for the next year
- any changes to the Profile part of the EHC Plan
- any information, assessments and reports submitted or considered as part of the annual review (list these in the table below)
- other relevant information and advice (list these in the table below)

Name of document	Provided by	Date

Signature of senior representative from school/ college/ training provider

Name		Role	
Signature		Date	

Please complete this advice form and return a copy within 2 weeks of the annual review meeting **by secure email** to SEN@islington.gov.uk together with all of the appendices ticked or listed above.