



Parent Guide to the Annual Review

What is the Annual Review?

If your child has a Statement of Special Educational Needs (SEN), the law requires the statement to be reviewed every year. In some cases, if there is a concern about a child's progress, or if your child is due to change school, then an annual review may be brought forward. For children under 5, a review may take place every 6 months.

The purpose of the review meeting is to:

- Bring together the views of you, your child and those involved in helping your child.
- Make sure that previously set targets are being achieved and to set new targets for the next year
- Recommend possible amendments to the statement
- Consider whether a statement is still required.

Who will attend?

Your child's headteacher will arrange the review meeting and must invite:

- You - you can really make a difference to the meeting by going along and sharing your views
- A relevant teacher - perhaps a classteacher or the special needs co-ordinator (SENCO) or a Year Head in a high school.
- A representative from the LEA
- Any person who the LEA considers appropriate
- Anyone who supports your child, e.g. a speech therapist, specialist teacher.

It may not be possible for everyone invited to attend the review meeting, but the headteacher will try to make sure that the date fixed for the meeting is convenient for those people who have had the most contact with your child; clearly the date must be suitable for you the parent to attend as well.

What happens before the meeting?

The headteacher must ask for written reports from:

- You - the school will send you a form for this
- Your child's teachers
- Others that are invited to the review meeting

The headteacher must then:

- Send copies of the written reports to all those invited to the review meeting at least 2 weeks before it takes place
- Invite further views, including comments from those who are unable to attend the meeting

Parents should receive all copies of the reports at least 2 weeks before the meeting, sometimes reports are given at the start of the meeting, ask for time to read them before the meeting starts.

Remember, you can take a friend or Independent Parental Supporter (IPS) to the meeting to give you support and take notes on your behalf.

**If you need further information, please contact Parent Partnerships at 11 Orchard Street, Newport Isle of Wight, PO30 1JZ. Tel/Fax: 01983 825548.
E-mail: parentpartnership@iow.gov.uk**



Is my child involved?

Yes, your child should be actively involved in the review process. Your child should be encouraged to give their views either by attending all or part of the review meeting, or by submitting a written report. This could be completed personally or comments written on your child's behalf. You may wish to talk to the school about your child's involvement in the review.

What happens at the review meeting?

The meeting will normally take place in school, and include the following:

- Your views of the past year's progress as well as views of your child and the school
- How far the objectives in the statement, or those agreed at the previous annual review have been met
- Targets for the coming year
- Planning the support in school and from parents to help meet those targets
- Whether your child's needs have changed significantly
- Any further action needed and who will be responsible for this
- Whether the statement needs amending or is no longer needed.

What happens next?

The school prepares a report summarising the results of the review meeting and setting out targets for the following year.

The report must be sent to all those involved in the review whether or not they were able to attend.

The LEA must then:

- Review the statement in light of the report
- Decide whether to accept the headteacher's recommendations
- Make their own recommendations
- Report all decisions to the parents, the headteacher and anyone else involved in the review.

If the LEA proposes to amend the statement they will let you know in writing of any changes they are planning to make and the reasons for them. You will then have 15 days to consider these changes. If you agree, the LEA will produce an Amended Final Statement; if you do not agree with the changes proposed you can ask to discuss it with the Named Officer.

What is a Transition Plan?

When your child is in Year 9, a transition plan will be drawn up as part of the annual review. Transition plans look at your child's needs as they approach adult life. It is updated at each following annual review meeting until your child leaves school.

**If you need further information, please contact Parent Partnerships at 11 Orchard Street, Newport
Isle of Wight, PO30 1JZ. Tel/Fax: 01983 825548.
E-mail: parentpartnership@iow.gov.uk**



Who will be involved?

- The School will provide information about learning programmes to support your child.
- You and your family will give your views on what you would like for your child after he/she leaves school; what practical help you may need and how you can support your child in developing personal and social skills needed for adult life.
- Your child will be able to say what they feel their needs are and what they would like to do after leaving school.
- The Connexions Service will be responsible for making sure the Transition Plan is carried out. A Connexions Personal Advisor must attend the Year 9 review and should be invited to all following annual reviews, attending where appropriate.
- Social Services - so that arrangements can be made, in some cases, for any assessment under the Disabled Persons Act 1986.
- Health Service will provide advice on services that are likely to be required.

Once the Transition Plan is drawn up it will be reviewed at subsequent reviews, in consultation with the Connexions Service.