



**ANNUAL
REVIEW
MEETING**



Annual Review Meeting

All Statements of Special Educational Needs must be reviewed at least once a year. Statements for young children under the age of five may be reviewed more frequently. An interim review may also be arranged if your child's needs have changed dramatically since the last Annual Review.

The Local Education Department (LEA) tells the school which children's Statements should be reviewed each school term. The Headteacher then arranges a meeting, which is usually held at school. The Headteacher will invite other professionals that he/she thinks are relevant, any professionals the LEA has said must be invited, and anyone the parents ask to be invited.

Who will be invited?

- Parents, carers or foster carers
- School Staff (which may include the Headteacher,
- Special Educational Needs Co-ordinator, class teacher, learning support assistant)
- A representative of the LEA

Who might be invited if involved with your child

- Learning Support Advisory Teacher
- Educational Psychologist
- Education Welfare Officer
- Speech and Language Therapist
- Behaviour Support Team
- Occupational Therapist
- Physiotherapist
- Social Worker
- Health Visitor
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- Health Visitor
- Parent Partnership Officer (if requested by the parent)
- Friend
- The child (if appropriate)

As part of the the preparation for this meeting the Headteacher must ask for written information from parents and relevant professionals.

You should receive copies of these reports, along with an agenda at least two weeks before the meeting.

Your written report

Before the meeting, the school should send you a form to complete. This will include:

- What is your view of your child's progress over the past year?
- Have there been any factors which might have affected his or her progress, e.g. illness, moving house?
- Do you feel that your child's needs as described in the Statement have changed?
- Do you have any other concerns about your child's education that you wish to state?

You can also add any other comments you wish.

If you need any help giving your views in the report please contact the Parent Partnership Service: we will be glad to help you.

Most parents complete the form and return it to the school in advance of the meeting, so that their comments, questions and concerns can be discussed during the meeting. However, some parents prefer to complete the form after the Annual Review meeting, and may choose to return the form directly to the LEA rather than to the school.

Preparing for the meeting

You may want to write down any questions you would like answered, or any comments that you want to make. Take the list with you to act as a reminder.

Don't be afraid to ask teachers and other professionals to explain jargon or any terms you do not understand.

When attending an Annual Review meeting, you might want to consider taking a family member, friend or member of the Parent Partnership Service with you (make sure you let the school know in advance that you would like to bring someone).

At the Annual Review meeting

At the Annual Review meeting the following issues will be considered:

- The parents/carers' views
- The child's views
- The school's view (including progress made in reaching
- the long-term objectives and targets set)
- Reports from other professionals
- Any change in circumstances affecting progress
- Current provision
- Educational targets
- Any further action needed and by whom
- Does the child still need a Statement?
- Are any amendments (changes) needed?

Action following the Annual Review meeting

Following the Annual Review Meeting the Headteacher has to prepare a report summarising the outcomes of the review meeting and setting out any educational targets for the coming year. The Headteacher must circulate this report to all concerned in the review including parents and pupils.

The report is sent to the LEA. The LEA will use the information gathered at the Annual Review to decide to:

- Continue the Statement as it stands
- Amend (change) the Statement to reflect any changes in the child's needs
- Cease to maintain (remove) the Statement

If you disagree with any amendments or with a decision to remove the Statement, you have the right to discuss the decision with the LEA, to go to mediation, or to appeal to the Special Educational Needs Disability Tribunal (SENDIST).

Transition Review

The first Annual Review after the pupil's 14th birthday is called a Transitional Review. This is organised slightly differently, and will also be attended by a representative from Connexions. Please contact the Parent Partnership Service or your child's school for more details.

To contact the Parent Partnership Service

The Parent Partnership Service is available to support parents and carers of children with special educational needs across Shropshire and Telford & Wrekin. The Service aims to provide a range of flexible services to help parents and carers play an informed and active role in their child's education.

To contact the Service, please telephone 01952 457176 between 9.30am and 4.00pm, Monday to Thursday. You will be able to speak to a member of staff who will take your details and put you in touch with the Parent Partnership Officer who covers your area. An answerphone service is available at other times.

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