

Step 1

The school, educational provision or nursery collect views or any updated information.

During this time you:

- Will receive a letter from the school, educational provision or nursery to invite you to contribute your views and wishes. This includes your view on current arrangements and whether you want any changes considered.
- May be asked to send your views by completing a form or by updating Section A.

Checklist

Keep a note of the date the request was made.

Remember to return any form or updated Section A within 2 weeks of the request being made.

Get in touch with **Independent Support at Skills for People (Tel: 0191 281 8737)** if you want help to fill in the forms or update Section A.

What Happens Next?

The school, educational provision or nursery will write to all professionals involved with the child or young person, including any specific professional employed by the school requesting a report or update.

The school or educational provision will gather the parental views or those of the child/young person along with the information and professional reports.

Step 2

Invitations are sent out to all those required to attend.

During this time you will:

- Receive an invitation and be informed of the date and time of the **Annual Review Meeting**.
- Receive copies of all reports. This will include all the same people as in Step 1 but may also include others if it has been thought their assistance or contribution will help.

Checklist

Take a note of the Annual Review Meeting date.

Let school know if there is someone you think needs to be at the meeting.

If you want help ask for an **Independent Supporter at Skills for People (Tel: 0191 281 8737)**

What Happens Next?

The school, educational provision or nursery will prepare for the Annual Review meeting.

The Annual Review meeting should be in the style of a Person Centred Meeting which promotes the full involvement of the parent, child or young person.

The meeting must consider their views, wishes and feelings especially when making decisions.

Independent Support at Skills for People is funded by the Council for Disabled Children.

You can find out more about Independent Support by contacting: Skills for People on 0191 281 8737

Or email: Kathy Steele – kathy.steele@skillsforpeople.org.uk **or email:** Clare Penny-Evans – clare.penny-evans@skillsforpeople.org.uk

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<p>Step 3 The Annual Review is held.</p> <p>At the meeting you will:</p> <ul style="list-style-type: none"> • Hear what progress has been made towards achieving the outcomes. • Be asked your views as to whether the current outcomes remain appropriate and what new ones need to be set if these are required. This will include a discussion about whether the aspirations have changed particularly in view of helping your child prepare for adulthood • Be asked your views about the short term goals and whether new ones need to be set. • Be asked your views about the provision and support, whether it has worked well or not in achieving the outcomes. • Asked if you would like to request a Personal Budget. 	<p>Checklist</p> <p>Get in touch with Independent Support at Skills for People if you want prepare for or come with you to a meeting.</p> <p>If you have any concerns talk to the Independent Supporter who will tell you how to access the SEND Information Advice and Support Service.</p>	<p>Step 4: What Happens Next?</p> <p>The school, educational provision or nursery must prepare an Education Health and Care Plan Annual Review form. This includes any recommendations for amendments to be made on the EHCP.</p> <p>This should include any differences of opinion.</p> <p>This must be sent to everyone who has been invited to the meeting and Newcastle Local Authority within 2 weeks of the meeting being held</p>
<p>Step 5 The Draft EHC Plan is written</p> <p>Upon receiving the report Newcastle Local Authority has to decide the following options:</p> <ul style="list-style-type: none"> • Option 1: The EHCP should remain changed • Option 2: The EHCP needs to be amended • Option 3: The EHCP should cease <p>Newcastle Local Authority must inform you of this decision within 4 weeks form the Annual Review date. If the decision is either option 1 or option 3, the Local Authority must inform you of your right to appeal to tribunal along with the requirement for you to consider mediation from Mediation Works (Tel 01952 275038) if you decide to appeal. They must also advice you of your right for information.</p>	<p>Checklist</p> <p>If you have concerns talk to the SEN Case Work Team at the Civic Centre and ask for a meeting.</p> <p>If you have any concerns talk to the Independent Supporter who will tell you how to access the SEND Information Advice and Support Service to seek their specialist advice.</p>	<p>What Happens Next?</p> <p>When the agreement is to issue an amended EHCP: The Local Authority must send you a copy of the existing plan as well as details of the proposed amendments. You must be advised of that you can ask for a meeting.</p> <p>You must be given 15 days to comment on the proposed changes, including when you want to request a particular school.</p> <p>If all are in agreement the amended EHCP must be sent as quickly as possible and within 8 weeks. The EHCP must be reviewed within a year.</p>

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