



# SENCo Meeting – Annual Reviews

9<sup>th</sup> November 2020



# Agenda



- 4:00 – 4:05 Welcome
- 4:05 – 4:30 Annual Review Updates/Reminders/  
Things to do and not do.
- 4:30 – 4:40 Sharing of Top Tips - LA and schools to  
share.
- 4:40 – 5:00 Q&A & time to complete feedback



# Changes to the Annual Review Process & Documentation - November 2020.



# Main Changes



- Roll out of the 'Live' Annual Review process following the pilot process;
- Changes to the Annual Review paperwork templates;
- Annual Review timescale is 12 weeks in total from the date of the Annual Review meeting taking place.

A full Telford and Wrekin guidance pack is available on the Local Offer

<https://www.telfordsend.org.uk>

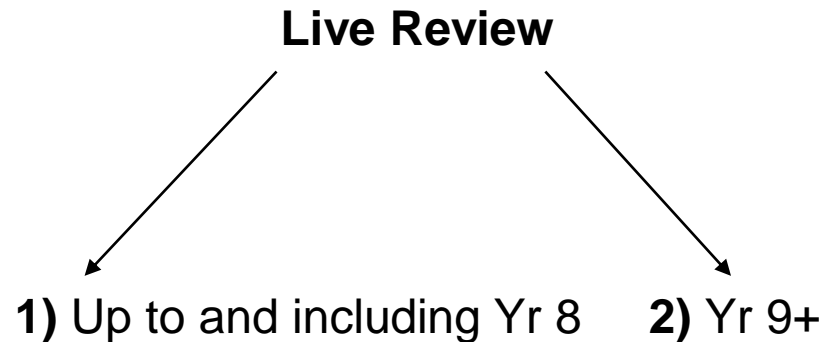
[https://www.telfordsend.org.uk/info/1/home/94/telford\\_and\\_wrekin\\_guide\\_to\\_the\\_annual\\_review\\_process\\_for\\_an\\_ehcp](https://www.telfordsend.org.uk/info/1/home/94/telford_and_wrekin_guide_to_the_annual_review_process_for_an_ehcp)

Individual templates are also downloadable from the Local Offer.

# Annual Review Template Changes



There is now just the 1 type of review and 2 templates to select from:

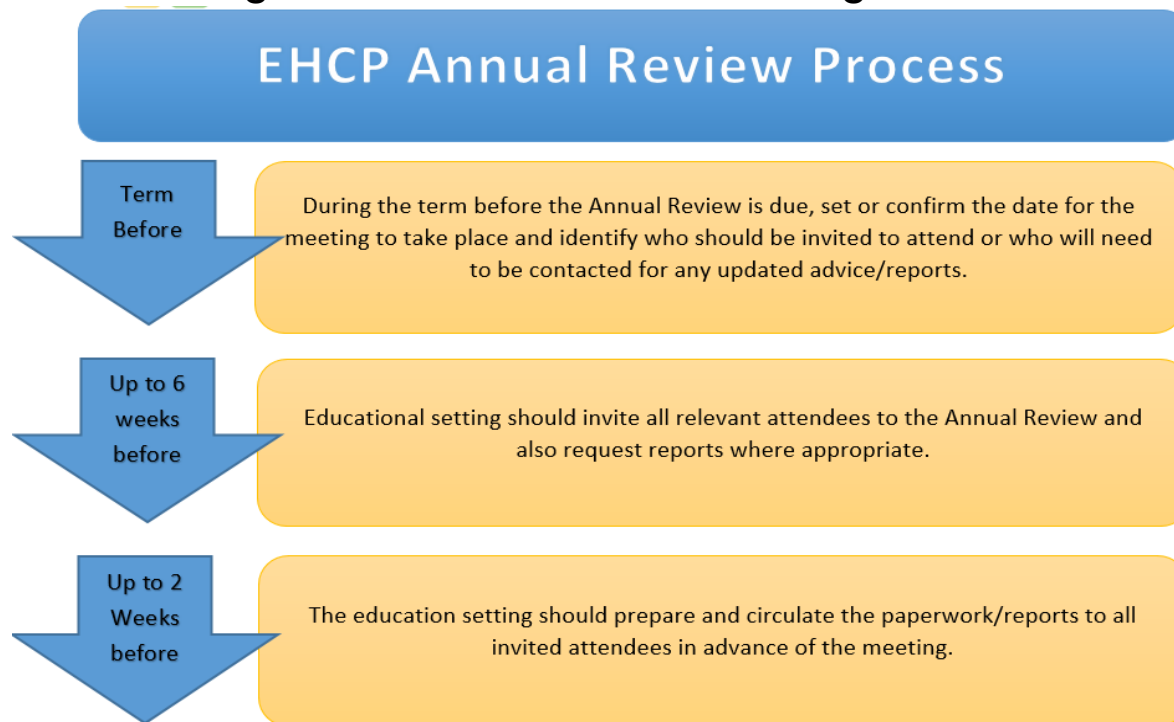


Yr 9+ has an additional short section to record any Preparing for Adulthood (PfA) information, such as careers advice from FutureFocus etc.



# Annual Reviews

Timescales for holding a review are shown in the guidance documentation – Page 5.



The LA have 12 weeks from the meeting date to complete the process so it is vital that schools send ALL paperwork to the LA **within two weeks**. Please do not say 'Report to follow'; the LA can't accurately process an incomplete review.



# 'Live' Reviews

The LA has now decided to roll out 'Live' reviews as the expected way of working for all schools and settings.

A 'Live' review uses a word version of the plan and suggested amendments are made directly onto the plan using the following coding system:

~~Strikethrough~~ – suggested text to be deleted

*Italics* – suggested text to be added



Cross out – Cross out any non text based information to be deleted

Insertion of new non text based information is acceptable e.g. you can insert the amended One Page Profile.

Plan ahead – if you don't have a Word version already, please contact your locality Co-ordinator, Officer or Admin to request one.

# 'Live' Reviews

## Summary of Special Educational Needs

### Communication and Interaction

Xyz's speech can be difficult to understand and is not intelligible for people unfamiliar to her, affecting her ability to make her needs known and communicate effectively. *The Speech and Language report dated 4<sup>th</sup> May 2020 identifies that her Receptive Language is 3.0 – 3.6 years and Expressive language is 3.6 - 3.11 years. Her Grammar score is 3.6 years. This is at the correct developmental level for her.*

Xyz:

- ~~Communicates predominantly by signing (Makaton);~~ *Xyz communicates mainly through speech;*
- Uses ~~single~~ *two and three* words to communicate and make her needs known;
- Communicates non-verbally through gestures, pointing and facial expressions;
- ~~Is not yet~~ able to follow instructions with more than 1 key word;
- Has limited vocabulary;
- Pays poor attention to adult speech;
- *Understands visual prompts and likes to use the Now and Next board.*



# 'Live' Reviews – things to do.



## Do:

- Start to review the EHC plan from the very first page – please ensure that all **personal details** such as **address** and **contact numbers** are correct and amend them if they are not. If possible, please provide a **current email address** for the parents as this is how the LA is currently having to send documents to most parents. This updated section is crucial to ensuring that documents are sent to the correct address to avoid a data breach and ensure good communication with parents;
- Suggest amendments to the plan in any sections, either deletions or additions – providing you have the evidence to support the suggested amendments;
- Make the plan reflect current needs and then, if necessary, amend the Long-term Outcomes to reflect them;
- Amend the provision you are giving to meet the needs and outcomes, especially if these have been amended as well. It is acceptable to reduce provision as the child/young person becomes more independent;
- Use professional reports and your own knowledge / data to inform amendments;
- Send copies of any new reports / advice from professionals that you are using to evidence the need for the suggested amendments. These must be sent to the LA at the same time as the Annual Review meeting document and amended EHC plan.

- Complete the amendments on the actual EHC plan but also remember to complete the Annual Review meeting template as a record of the meeting taking place – these must be signed by school/setting and parent/carer as appropriate. A signature from the child/young person is optional (but preferred if the young person is 16 or over);
- Ensure that you have ticked/highlighted **AMEND** on the template to show that you are requesting changes to the plan. Ticking **MAINTAIN** means that there are no amendments being suggested;
- Send **both** the **amended EHC plan** and the **signed completed Annual Review meeting template** to the LA **at the same time**. The review can't be accurately booked in if both documents are not sent together. This causes issues for the LA in meeting statutory timescales;
- Send as much information to the LA as you can in Word (editable) format not as a Pdf;
- Short term steps may need to be amended during the year and the school/setting should provide a copy of the individual provision map as evidence that short term outcomes/steps are being implemented;
- Remember there is no need to amend the plan unless there are significant changes to be made. Long-term Outcomes are written to the end of the next key stage or the end of the college course/programme, not the end of the year and therefore do not need to be amended each year.
- Invite an Officer or Co-ordinator to attend the meeting if there are likely to be significant changes or a change of placement is being requested.

# 'Live' Reviews – things not to do.

## Don't:

- Delete anything from the current plan;
- Use other codes, colours, highlighting or annotations when suggesting amendments – please just use strikethrough and italics;
- Make reference to reports that contain information you want adding to the plan (E.g. See attached report), please add the new text to the plan using italics and identify which report it is from – E.g. SaLT report Dec 2020;
- Change any Social Care or Health advice unless there is a professional from that service area attending the review and agreeing the amendments or you have a report identifying the changes that are required and agreed;
- Add to the provision section anything that has not been clearly identified by a professional as being required, especially where there is a cost to it – this is particularly important with SaLT, OT and Physio. It must be clear that the professional / agency has agreed to deliver the increased provision and pay for it;
- Agree to a 'wish list' from the parent for what needs to be provided. If you write it in the plan, you need to deliver it and pay for it.
- There is no requirement for a SEND Officer or Co-ordinator to attend the Annual Review if there are no significant changes to be made.



# Views

The templates for collecting the views of the child / young person / parent or carer have not changed from those already available on the Local Offer.

Remember, the views for children / young people from Yr 9+ have an increased emphasis on PfA and future aspirations on education / work.

Please try to elicit a response that is more than 'I don't know'.

How I feel about the future / What job I think I would be good at.	
What training and /or further education I think I might need to help me get a job.	
What I and others need to do to help me get a job in the future.	
Where I would like to live in the future.	



# Almost there...

When completing the 'Live' reviews, you may have an EHC plan that is on an old (or very old) template. Make the changes using the code and the LA will move everything onto the most current template.

## However...

Please inform the parent / young person that this change of template will happen and the draft amended plan they receive will look different, although the information will be what they have seen at the review meeting.

Reassure parent/carer/YP that the draft copy will be sent with all the italics and strikeouts on so then can reconsider what was said/suggested and they have time to get back to LA about anything they are unsure of. The final copy will be the one sent out without the italics / strikeouts.



# Finally.

The 'Introduction' to the EHC plan will be changed by the LA and most (or all) of the text in it is deleted and replaced with the following 3 paragraphs:

This amended EHCP is prepared to reflect recommendations made following Xyz's Annual Review in Date (e.g. January 2019) or a forthcoming change of placement in Date or a move into TAW in Date. (Only the appropriate reason is left in).

Xyz's original EHCP was issued by Telford & Wrekin (or name LA responsible) in Date describing needs related to – State the Primary Need - difficulties.

Xyz's progress towards the short-term outcomes set to support him/her to work towards the long-term outcomes in his/her EHCP was discussed and recorded during his/her Annual Review.

**The LA will make these changes** but it is helpful to let the parent know to expect them. However, please strikeout the other information in the introduction if the parent / young person agrees.

# Previous FAQs

- **Q. Can Section A be changed?**
- **A.** Yes. You can amend Section A and add in new parent and pupil views. Use the italics to add new ones and strike through the unwanted ones. If the views are not in text format then just cross through them to show they need to be deleted.
- **Q. Can you change the Introduction?**
- **A.** Yes. The LA have some standard wording now that goes into the introduction and generally replaces everything that was previously there. However, if there is information in the introduction that you want to keep, that can be done. If there is some information you want to amend, then that can also be done.
- **Q. LA provide the EHCP in PDF format which is hard to change. Can we have a Word version?**
- **A.** Yes, if you contact the SEND Team in advance of the Annual Review we will send you a word version of the plan to use for the review. Please give us enough notice to send them to you.

# Previous Top Tips

Some settings felt that the review works best when there are two staff involved, one to lead the meeting and one to actually make the suggested amendments on the plan for everyone to see.

Some settings felt that one person was able to lead the meeting and record the changes but suggested that this worked best when:

- The EHCP is on display on a large screen for all to see;

or

- The school has already pre-populated the EHCP with the suggested amendments ready for the meeting. Time is then spent looking at and tweaking the amendments and adding in anything new that is raised at the meeting.

Send a pre-populated/amended EHCP, using the strike through and italics code, to the parents in advance of the meeting so they can already see what is being suggested. This saves time at the actual review.

Keep a focus on the wording of the EHCP and don't go off at tangents and get in to long discussions / examples. Stick to agreeing if information is accurate or requires a change.



# Overdue Annual Reviews

A quick reminder about overdue Annual Reviews:

- These need to be arranged by schools / settings as soon as possible and then sent to the LA for processing.
- The LA provides a list of Annual Reviews that, according to our tracking system, are overdue. If you think that this list is incorrect, please notify the Locality Co-ordinator for your school who will look into it for you.
- You will receive a reminder letter from the Co-ordinator about any overdue reviews once they are 3 months past the due date. You may receive email reminders before this.

Your help in getting the overdue reviews booked in and completed is very much appreciated.



# Annual Review Questions & Answers & Feedback



# Evaluation & Close