**Example of Formal Invitation to EHCP Review Meeting**

[Setting Letter head]

{date}

**RE: EHC Plan review process under Section 44 (1) of the Children and Families Act 2014**

Dear {Parent/Carer/Guardian’s first name, last name},

A meeting to review {child’s first name}'s Education, Health and Care Plan (EHC Plan) has been arranged.

Please find the details of the meeting below:

Date: {meeting date}

Start time: {meeting start time}

End time: {meeting end time}

Location: {meeting location}

{additional meeting information}

I/We would be grateful if you could confirm whether you are able to attend by contacting the meeting organiser. Their details can be found at the end of this letter.

**What happens between now and the meeting?**

I/We are seeking views from {child’s first name}, yourself and all involved professionals on how each person feels {child’s first name} is progressing towards achieving the outcomes that were agreed in the EHC Plan.

All views are being asked to be contributed at least two weeks prior to the review meeting. This will make best use of time in the meeting to discuss {child’s first name}’s progress and any necessary recommendations for the future of the plan.

You can give me/us your views on the Annual Review Parent Views report which is included in this letter and/or you can contact {named SENCO/Key worker} to discuss your views if you prefer.

I/we will let you know who has been invited to attend and their views once they have been contributed.

Yours sincerely,

[Signature]

{SENCO/Head Teacher/Key Worker}