

**Education Advice and Information – Review of EHC Plan**

*The EHC Plan must be reviewed by the Local Authority as a minimum every 12 months. School and institutions are required to seek advice and information about the child and young person prior to the meeting from all parties invited. The review must focus on the child or young person’s progress towards achieving the outcomes specified in the EHC Plan. (See guidance for completing this advice and information)*

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| **Child/Young Person’s Information** | |
| **Child/Young Person’s Name** | **Date of birth** |
| **Address** | **Name of setting/school** |

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| **Background Information** |
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| **Views and Aspirations** |
| **Child/Young Person’s views and aspirations** |
| **Parent/Carers views and aspirations** |
| **Review of Progress, Outcomes and Targets** |
| **Communication and interaction**  **Cognition and learning**  **Social, emotional and mental health difficulties**  **Sensory and/or physical needs** |
| **Review of Educational Provision and Support** |
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| **Recommendations** |
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| **Name/ title of person completing the advice** | **Service/ Agency** |
| **Address** | **Contact Number**  **Email Address** |
| **Signature** | **Date advice completed** |

**Please return this completed advice and information to the school/institution in sufficient time to enable the key person to circulate it at least two weeks before the review meeting.**