**EHCP Review – Checklist/Questions for SENCO**

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| **At Least One Term Before** |  |
| Set a date for the EHCP review with parents and carers |  |
| Consider whether there has been a significant change in need or provision since the previous annual review |  |
| Ensure that appropriate outside agencies have been actively involved if you believe amendments to the EHCP may be necessary |  |
| If the pupil is in Year 9 or above ensure that they have had careers advice |  |
| Begin to gain pupil views as part of ongoing practice |  |
| **At Least 6 weeks Before** |  |
| Send invites to parents/carers and other professionals who you would like to attend the review |  |
| Discuss with parents how they would like to feed their views into the process |  |
| Ensure that you are gathering the child/young person’s views |  |
| Gather together reports from outside agencies and other professionals who have been working the CYP |  |
| **At Least 2 weeks Before** |  |
| **Circulate paper work to everyone who is due to attend** |  |
| **Check List** |  |
| Has everyone who is relevant including the young person and anyone they want there, been invited?  |  |
| What support has been put in place to ensure the young person’s views are captured and the s/he can be present at the meeting? An example of this might be the use of photos or video. |  |
| Has all relevant paperwork been distributed 2 weeks ahead of the meeting in a form that everyone can understand? |  |
| Has the young person been helped to understand what will happen at the meeting before the review?  |  |
| **Meeting Preparation** |  |
| Ensure copies of all relevant reports are ready for the meeting along with copies of the EHCP. |  |
| Read the meeting agenda. |  |
| Consider how best to organise the review to meet needs of CYP and family. Prepare which ever PC tools are to be used. |  |
| Pre-populate areas of the Annual Review Report, e.g. pupil name, attendance record etc. |  |
| **At the Meeting** |  |
| Review progress – Interim targets and long term outcomes. |  |
| Review educational, health and social care provision. |  |
| Review funding (including personal budgets) |  |
| Consider whether the EHCP is still appropriate in light of progress |  |
| At times of transition or if there is a significant change in need and provision annotate the EHCP with recommended amendments. |  |
| **Following the Review Meeting – within 2 weeks** |  |
| Complete the AR report. |  |
| Identify key documents and supporting evidence if amendments are being recommended. |  |
| Collate information and circulate to everyone who attended the meeting. |  |
| **Send all documentation to SENAR – within 2 weeks** |  |