



Information Advice and
Support Service

SENDIASS

Quick Guide to Annual Reviews of Education, Health and Care Plan's (EHCPs)

- The Annual Review process is statutory and must take place within 12 months of the last review. For 0-5 years a review should take place every 3-6 months.

There are several steps to the AR process:

- 4 weeks prior to the meeting the setting must gather any relevant information and reports.
- 2 weeks prior to the meeting the host must invite the relevant people including parents, child, or young person also a representative from the LA and if appropriate health and social care representatives and circulate all advice/ reports gathered.
- 2 weeks after the meeting the setting must prepare and send a report to the LA.
- 4 weeks after the meeting, the LA must notify the parents/YP as to whether they plan to cease, maintain, or amend the plan.
- If the plan is to be amended the LA must send the proposed amended and this must then be finalised within 8 weeks.

You will be given the right to appeal if you disagree with any decisions made following the annual review.



**Further detailed information can be accessed on the links
below:**

www.togethertrust.org.uk/SENDIASS

[The annual review process | \(IPSEA\) Independent Provider of Special Education Advice](#)

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