

# The annual review

A guide for parents and carers



Children with Special Educational Needs (SEN)



**Hampshire**  
County Council

[www.hants.gov.uk](http://www.hants.gov.uk)

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#### Why does my child need an annual review?

All statements of special educational needs (SEN) are required by law to be reviewed every 12 months (for children under five years old reviews must be six monthly). In some cases an annual review may be brought forward, particularly if there is increasing concern about a child's progress and if the parents/carers and the school agree.

The purpose of the review is:

- to bring together the views of everyone who helps your child
- to review how well the aims set previously are being achieved
- to set new targets for the next year.

Occasionally, a child will have made such progress that a recommendation will be made that the statement is no longer required.

#### Who will be invited to attend?

Your child's headteacher or pre-school leader is responsible for arranging the meeting and must invite:

- parents/carers (you may also bring along a friend, adviser, relative or an independent parental supporter, if you wish)
- the teacher who knows your child best. In a primary school this will probably be the class teacher but in a secondary school it could be the special educational needs co-ordinator, form tutor or year tutor
- a representative of the Children's Services Department SEN Service.

The headteacher may also invite:

- representatives from relevant health services
- a representative from Children's Social Care Services
- anyone else who he/she thinks will be able to provide helpful information and advice, e.g. a learning support assistant.

It may be that not everyone invited will be able to attend the review meeting, but the headteacher will try to ensure that the date fixed for the meeting is convenient for those people who have had most contact with your child. Clearly, any date must be suitable for at least one parent/carer.

## What happens before the meeting?

The headteacher must ask for written reports from you, your child's teachers and everyone else invited to the review meeting. The headteacher must then:

- send copies of the written reports to all those invited to the review meeting at least two weeks before it takes place
- invite further comments, especially from anyone who is unable to attend the meeting.

As parents/carers, you are strongly encouraged to send comments to the school for inclusion in the review summary.

## Is my child involved?

Yes. Where your child is able to be involved he/she should be encouraged and assisted to give his/her views about progress made during the previous year. If appropriate, your child should take part in all, or part of, the annual review meeting.



## What should I include in my contribution?

You may wish to include:

- your views of the past year's progress
- your views about your child's progress in the areas of behaviour or attitude to learning
- what has pleased you
- what continues to cause concern
- any significant events that you feel have affected, or might affect your child's progress
- what you hope to see achieved during the next year.

If appropriate, your child could use the same headings for their own report.

## Who can help me with my contribution?

You might want to ask one of the following to help you to write your contribution for the review:

- a friend, neighbour, relative or work colleague
- a representative from a parents' group or voluntary organisation
- an independent parental supporter, if appropriate.

If you are not sure who can help you, then contact the Parent Partnership Service (please see page 7 for contact details).

## What happens at the review meeting?

The meeting will normally take place in school and will consider:

- your views of the past year's progress as well as the views of your child and the school
- the extent to which the objectives in the statement, or those agreed at the previous annual review, have been met
- national curriculum requirements
- objectives/targets for the coming year
- any significant change in your child's needs (learning difficulties)
- any further action required and, if so, who will be responsible
- whether the statement needs amending or ceasing.

As the annual review updates the statement on an annual basis an amended statement is only likely to be proposed when there is a change of placement.

## What happens next?

The school prepares a report summarising the review meeting and setting objectives for the following year.

The report must be sent to all those concerned in the review whether or not they were able to attend the meeting. The Children's Services Department SEN Service must then:

- review the statement in the light of the report
- make recommendations
- send these recommendations to all those involved in the review.



## What is a transition plan?

From Year 9 onwards a transition plan is prepared, as well as the annual review report. It is updated at each annual review meeting which follows until your child leaves school.

The transition plan looks at your child's needs in preparation for leaving school and beginning adult life.

## What should I add to my contribution?

- What you expect for your child as school comes to an end
- What you can contribute in terms of helping your child develop the personal and social skills needed for adult life
- What advice or practical help you might require.

There is a separate leaflet 'The Transition Plan' available from the SEN Service (please see the back page for details).

## How can I find out more?

You can get more information from your child's school. In the first instance, talk to your child's class teacher.

## For further information

### SEN Service

Hampshire County Council Children's Services Department

Elizabeth II Court East, The Castle, Winchester, SO23 8UG

Tel: 0845 603 5620

Email: [childrens.services@hants.gov.uk](mailto:childrens.services@hants.gov.uk)

Website: [www.hants.gov.uk/sen-home](http://www.hants.gov.uk/sen-home)

### Parent Partnership Service

Hampshire County Council Children's Services Department

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Website: [www.hants.gov.uk/parentpartnership](http://www.hants.gov.uk/parentpartnership)



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