

<b>Education Health and Care Plan Annual Review Record for:</b>	<b><u>Name of learner in here</u></b>
<i>This review should be completed alongside an amended copy of the EHC Plan if changes are required</i>	

**Comment [AT1]:** This is a review template for an EHC Plan. We will ensure that the EHC Plan is issued electronically in word format to education providers so that when they review the plan they can make suggested changes via 'tracked changes' both before, during and after the meeting in line with person centred practice.

<b>Review Meeting Date</b>		<b>Previous Review meeting date</b>	
Is the meeting reviewing other areas of work? (eg. PEP, CAF)			
If Yes, please provide details in the box below			
<b>Chair / Meeting facilitator</b>		<b>Role / organisation</b>	
<b>Review Attendance Details</b> (Must include child and family members)			
<b>Name</b>	<b>Role / Organisation</b>	<b>Attended (Yes/No)</b>	<b>Contribution to review</b>
<u>All those invited should be detailed, including the learner</u>			

**Record of the review meeting**

This should summarise the general discussion and views of all involved. It can include photographs taken at the meeting. Please detail who has expressed each view.

<b>Who?</b>	<b>What's working?</b>	<b>What's not working?</b>
<u>Each person at the review</u>	<u>What they feel is working would be written here – this is a general view rather than specifically to each outcome and provision for the outcome</u>	<u>What they feel is not working would be written here – this is a general view rather than specifically to each outcome and provision for the outcome</u>
<b>What needs to change?</b> (views of all)	<u>This should be a summary of suggested changes from a person centred discussion. We will provide further training and advice on holding person centred reviews.</u>	

<b>Review of progress against EHC Plan Outcomes</b>				
Please detail what's working and not working for each outcome				
<b>Outcome no.</b>	<b>What's working</b>	<b>What's not working</b>	<b>What needs to change</b>	<b>Scaling (1-10)</b>
<u>EHC outcome</u>	<u>This should record specific progress on the outcome</u>		<u>This may be about creating a new outcome, changing wording or removing the outcome</u>	

**Comment [AT2]:** We have included scaling to show progress being made. CONSULTATION QUESTION – is this the right way for us to measure progress of the outcome?

**Evidence of progress made towards short term targets should be detailed in the support plan**

<b>Proposed amendments</b>	<u>Yes or No</u>
Are there amendments to be made to the EHC plan?	
<b><i>Any amendments should be marked in the plan through track changes and evidenced through advisory services feedback and/or reports</i></b>	
Is a decision required on a change of placement or resource?	<u>Yes or No</u>
If so reasons for this request should be detailed in the box below	
<u>This would detail what the change would be and why</u>	
Should the plan be maintained or ceased?	<u>Yes or No</u>

**Comment [AT3]:** CONSULTATION QUESTION – have we asked all the right questions here?

**To be completed from Year 11 onwards**

Previous post-16 provision and attainment summary	
Current academic year course, including qualifications to be achieved	
Planned study programme for next academic year, including qualifications to be achieved	
Is <u>this</u> academic year expected to be the final year in formal education? If no please detail future progression pathway to move to adult life	

**Comment [AT4]:** This has been included to ensure that there is a clear plan towards adult life and study programme progression.

**Agreed Actions following Review**

You should record any actions that people supporting the child / young person and their family need to undertake following the meeting. It should be used as a starting point to assess progress in future meetings

**Comment [AT5]:** This would be a summary of actions agreed at the review

Who?	What will they do?	By when?	How will this improve things?

**This Annual Review Report should be completed and sent to the Young Person, Family, review participants and Sheffield Local Authority within 2 weeks of the date of the meeting along with any received reports and a copy of the amended plan.**

DRAFT