

Annual Reviews

This policy is based on advice from North Lincolnshire Children and Young People's Service, as the local authority, and the Government's Special Educational Needs (SEN) Code of Practice.

What is the purpose of an annual review?

The purpose of the annual review of a pupil's statement is to make sure that at least once a year the parents, the pupil, the SEN officers of the local authority, the school and all the professionals involved monitor and evaluate the continued effectiveness and relevance of the provision set out in the statement.

Interim Reviews

Interim or early reviews may also be called if that is the recommendation from a previous annual review. Interim reviews may be needed when a child has needs that are known to change rapidly.

Interim reviews may also reassure parents and professionals that, when there was disagreement at the review meeting on a particular course of action, the action will be reviewed in less than a year.

Interim reviews, and any other reviews carried out outside the annual review, do not have to follow the procedure as set out in the regulations.

The annual review is in four parts

1. Collection and collation of information
2. Annual Review Meeting
3. Head teacher's report of the Annual Review Meeting
4. SEN officers of the Council review the statement in the light of the school's report of the review meeting report, and decides whether to amend the statement or cease to maintain it.

Collection and Collation of Information

The head teacher must request written views from the child's parents and all professionals as appropriate.

These people will certainly include the class teacher and the speech and language therapist. Other important contributors can include the physiotherapist, the occupational therapist, social worker, foster carers, residential care officers, educational psychologist, specialist teachers from the educational services for children with visual impairments, children with hearing impairments, community nurses, school health nurses, etc.

The head teacher should also make sure that the pupil's views are recorded when it is possible to elicit these.

All the written reports received by the head teacher must be circulated to the parents and those attending the meeting at least two weeks before the date of the meeting.

The head teacher should help parents, where necessary, in expressing their views. The school offers a set of questions that the parents might like to consider as the basis for their advice. Parents can bring a friend, relative or adviser to the review meeting.

When a pupil with special educational needs or their family have English as an additional language, the timescale for planning the annual review should take into account the possible need to translate any relevant documents into the family's mother tongue or ensure that interpreters are available to the child and family both in the preparatory stages to the review meeting and at the review meeting itself.

Where a pupil or their family have a communication problem because of a sensory or physical impairment, similar attention should be given to the accessibility of all information and to representation at the review meeting through interpreters or signers.

The collated views and reports for the annual review meeting should provide a complete picture of the pupil's progress over the year, especially in relation to:

- meeting the objectives specified in the statement
- the impact any special provision has made
- the continued appropriateness of any special equipment provided
- any additional special educational needs which have become apparent over the year.

The school's contribution takes the form of an annual report to parents on their child's progress in all curriculum areas since the last annual review.

The Annual Review Meeting

The chairperson will be the headteacher or another teacher designated by the headteacher. The chairperson should introduce and welcome everyone, explain the purpose of the meeting and make sure that parents have a clear understanding of the review process. The chairperson should check that all present have received and read the reports. Copies of the statement should be available for reference.

In the light of the reports the meeting should consider the following:

- the pupil's views
- the parents' views
- the pupil's overall progress over the past year, especially in relation to each special educational need
- the pupil's progress towards meeting the overall objectives set out in the statement
- the successes the pupil has achieved in meeting the targets set at the last annual review and the objectives set out in the statement
- the pupil's current levels of attainment
- comments upon any continuing difficulties, noting successful strategies
- any significant changes in the pupil's circumstances
- any changes in the pupil's special educational needs

- any changes to requirements for equipment, aids and access.

Recommendations

The following issues should be considered and discussed, and consequent recommendations should be recorded with reasons:

- Does the statement remain appropriate?
- Is the pupil fully included within their school community? And if not how can it be accomplished?
- If the pupil is currently in specialist provision, is the pupil ready to be included in a mainstream school or preschool?
- If the pupil is currently attending a mainstream school or pre-school part-time, would it be appropriate to increase or decrease the amount of time in the mainstream provision?
- What does the pupil need in order to be included successfully?
- Is any further action required and if so, by whom?
- Have the pupil's needs changed?
- Should the statement be amended? If so, why and how?
- Are there any other significant recommendations?

If differing opinions are expressed at the meeting, then these views should be recorded so that the SEN officers are aware of the views of all those present.

A target to be met over the coming year should be agreed for each special educational need identified in the statement or at the review.

Other Issues

Other issues may have arisen during the meeting. If there is further action required this should also be agreed and the person responsible for the action should be named.

If the further action includes referral to an external agency that is not already involved with the pupil, this is a matter that the head teacher should expedite.

If the local authority provides the pupil with transport it is appropriate to consider whether or not it is still needed.

Interim review

The next review will usually be in twelve months. However if agreement is reached that there is a need for an earlier (interim) review this should also be recorded in the note of the meeting under recommendations.

What happens next

The chairperson should make absolutely clear that although the meeting can agree recommendations, the SEN officers will make the final decision on whether to make any amendments to the statement, or where appropriate, to cease to maintain it.

The head teacher should prepare a report of the meeting and set out the recommendations. The report should reflect the consensus of the meeting, but also record

any dissent. It should be explained to parents that any queries regarding the report of the meeting that they might have should be addressed first to the school.

It must be sent to the local authority no later than ten days of the meeting or the end of that term, whichever is the earlier date. The report must be copied to the parents and all those concerned that the head teacher considers appropriate.

The SEN officers will review the statement in the light of the report and its recommendations. They may decide to maintain the statement, amend the statement, cease to maintain the statement or start a new statutory assessment.

The SEN officers must write to the parents, with a copy to the school, informing them of the decisions taken and the reasons. They should offer to meet with the parents if there are any significant outcomes or amendments the parents wish to discuss.

Summary

LEA initiates the annual review process by writing to school.

The head teacher of the pupil's school:

- seeks written advice from parents and professionals
- seeks the ascertainable views of the pupil
- convenes review meeting
- prepares review report

Those who must be invited:

- child's parent
- relevant teacher
- representative of the funding LEA.
- and whenever possible the pupil.

- and where appropriate:
representatives of the health services
representatives of social services
other closely involved professionals

- and in the year of transfer to another school – a representative from the receiving school.

Review meeting normally chaired by the head teacher or nominated representative.

Review report:

- summarizes outcomes of review meeting
- sets educational targets
- is circulated to all concerned.

SEN officers review statement in light of review report and decides on the appropriate way forward.