



The Rotherham Parent Partnership Service

FACTSHEET FOR PARENTS ANNUAL REVIEW

What is the Annual Review?

If your child has a statement of special educational needs, the LEA must review the statement once a year to monitor your child's progress and to make sure the statement continues to meet his or her needs. If there is concern about a child's progress or if your child is due to change school, then an annual review may be brought forward. For children under five, a review may take place every six months.

The purpose of the review meeting is to:

- Bring together the views of you, your child and all those involved in helping your child
- Make sure that targets set previously are being achieved and to set new targets for next year
- Review the special provision made for your child, any further action and who will be responsible for this
- Recommend possible changes to the statement, if appropriate
- Consider whether a statement is still required

Before the meeting

You will receive a letter from your child's school inviting you to the Annual Review meeting and asking you for your views on your child's progress.

The letter will give you the date, place and time of the meeting. The meeting will usually take place at your child's school and invitations will also be sent to other people who have worked with your child such as:

- Head Teacher
- School's SENCO
- Class teacher
- A representative from the LEA
- Anyone else who supports your child

You can really make a difference to the meeting by going along and sharing your views. You can take a friend, an adviser, or your Independent



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Parental Supporter to the meeting. Please let the Head Teacher know if you decide to do this.

It may not be possible for everyone invited to attend the review meeting, but the Head Teacher will try to make sure that the date fixed for the meeting is convenient for those people who have had most contact with your child.

The school will ask you and the professionals who work with your child for written reports or comments. You should receive copies of these two weeks before the meeting. Make a note of any questions that you want to ask in the meeting about the reports.

As parents/carers it is important to send your comments to the school, your views are an important part of the review. You may wish to use the attached form to help you in writing your report.

Is my child involved?

Pupils should be actively involved in the review process, attending all or part of the annual review meeting. They should be encouraged to give their views. You may wish to talk to the school about how your child can be involved in the review process.

During the meeting

Each school will organise the annual review in its own way. The SENCO will usually chair the meeting and introduce everyone.

If you are given any extra reports on arrival at the meeting do ask for a few minutes to read them through before the meeting starts.

During the meeting you will be able to discuss:

- The progress your child has made over the past year
- If the targets agreed at the last Annual Review or the objectives set out in the Statement have been met. Your child should have been working towards these through their Individual Education Plan (IEP)
- New targets for the coming year, these will be broken down further and used in the next IEP



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- The support to be given in school and at home to help meet the new targets
- Any further action that may be needed and the person responsible. This may include arrangements for provision, inclusion programmes, split placements between mainstream and special school etc.
- If the statement needs changing or is no longer needed

Make sure you ask for a copy of your child's new Individual Education Plan (IEP) and that you understand it. You may want to know who will tell you when your child has reached one of the targets and is ready to move on. Some parents use a home-school diary as a way of keeping in touch and sharing information about a child's progress.

What is a transition plan?

Children entering Year 5 or Year 9 need to have a Transition Plan. This is to ensure their future school or placement is fully explored and the needs of the child will be met. In Rotherham it is regarded as good practice to also have a Transition Review for children transferred from pre-school settings to infants' school and from Year 2 to Year 3.

Year 5 Pupils & Transition Reviews

All Year 5 pupils with Statements of SEN must have a Transition Annual Review which should take place in the Autumn Term of Year 5. This is to ensure enough time for effective planning to take place and for the receiving school to be made aware of and make preparations to meet the needs of the child.

Both current and receiving schools should discuss at the review how they will support the child through the transition process.

Year 9 Pupils & Transition Reviews

All Year 9 pupils with Statements of SEN must have a Transition Planning Review which pulls together the information from various agencies to plan with the young person for their transition to adult life. The Connexions Service must be invited to the review.



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What happens next?

A report is written by the school, within 10 days, which includes the recommendations of the meeting and records the new targets for the following year. This report may be written up during the meeting or afterwards. A copy is sent to everyone who attended the meeting and to the Local Education Authority (LEA).

The Local Education Authority will review your child's Statement in light of this information. If the LEA proposes to amend or cease the Statement they will let you know in writing of any changes they are planning to make and the reasons for them. You then have 15 days to consider this. You should clarify what support school will continue to provide if the statement is amended or ceased.

If you do not agree with the changes you can discuss this with Special Needs Case Officer or Parent Partnership Service. You have access the Yorkshire and Humberside SEN Mediation Service as well as a right of appeal to the SEN and Disability Tribunal

For more information about how to appeal to the SEN and Disability Tribunal or Yorkshire & Humberside Mediation Service contact the Parent Partnership Service.