

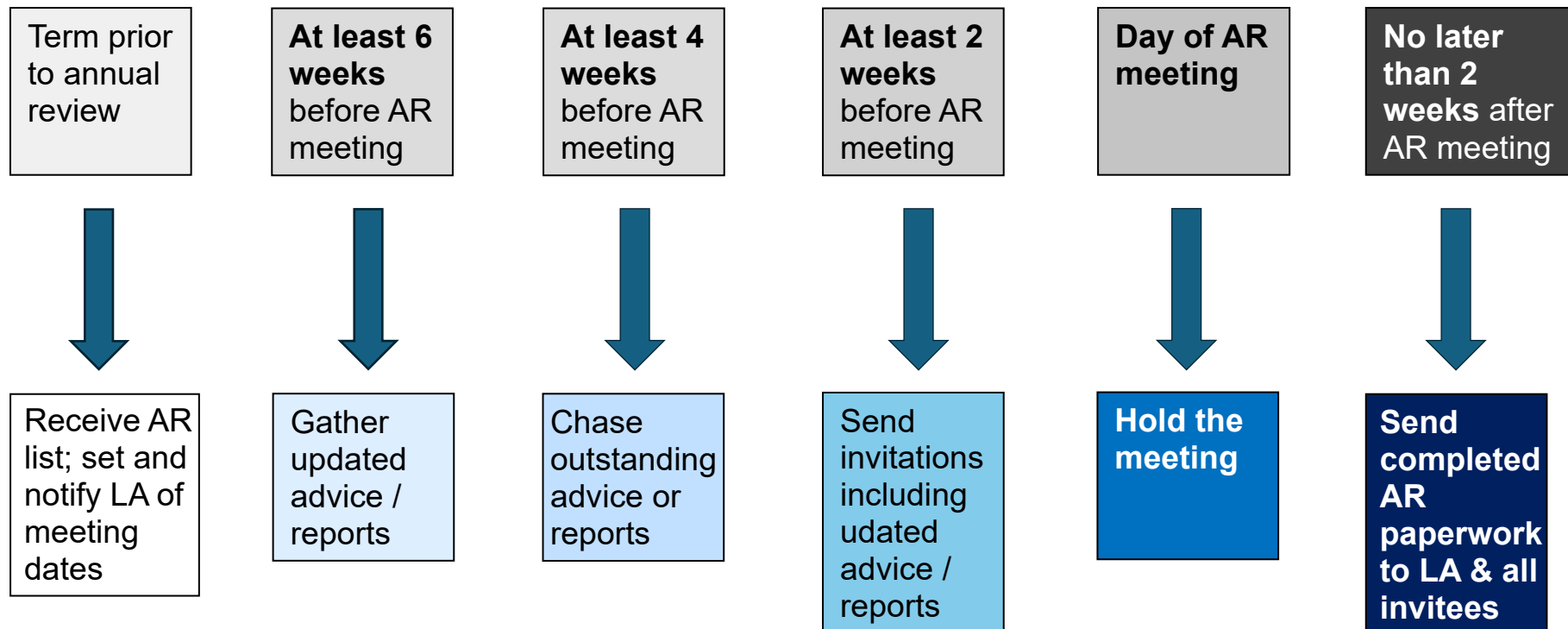


Annual Review Timeline and Phase Transfer Guidance

Important Information and Key Dates

This document outlines the essential procedures and timelines for the annual review of Education, Health and Care Plans (EHCPs) in schools and settings. Please ensure all actions are completed in accordance with statutory guidance to maintain compliance and support the needs of each pupil.

Annual Review Timeline for Schools and Settings



The Annual Review Meeting is NOT the completion of the annual review process. The **annual review completion date** is the date by which the local authority must decide and notify parents whether the EHCP will be: maintained, amended, or ceased.

To allow sufficient time for this decision-making:

- the Annual Review Meeting **must** take place **at least four weeks** before the anniversary of the EHCP issue date or the date of the last annual review.
- Where the local authority decides to amend the EHCP: the amended plan must be completed and issued within 12 weeks of the Annual Review Meeting

Annual Review Timeline for Schools

Action (school/setting)	Legal compliance – (SEND CoP 9.166 – 9.173)	When
Receive an AR list containing original EHCP issue/last AR dates for each child with an EHCP on your school roll	It is LA's duty to review all EHCPs at least annually.	The LA will send you a list of students whose reviews are due in the following term at least 2 weeks in advance of the start of that term. Autumn term reviews will be sent to you 2 weeks before the end of the summer term
Set individual Annual Review meeting dates	EHC plans must be reviewed by the local authority as a minimum every 12 months...	The meeting must be held before the anniversary of the EHCP issue date or the date of the last annual review.
Enter dates on EHC Hub. Return the annual review list to the LA with dates of reviews inserted	Since this is an LA delegated duty the LA must be kept informed.	As soon as possible and no later than 6 weeks before the annual review meeting
Create invitee lists for individual annual review meetings	Reviews must be undertaken in partnership with the child and their parent or the young person...	The invitee list should be informed by discussion with class teacher/s and with parents/carers.
Gather updated advice/ reports	The setting must seek advice from the child/young person, their parents /carers and relevant professionals...	At least 6 weeks in advance of the annual review meeting date
Chase up any unreceived confirmations of attendance or updated advice/reports	Updated advice/reports must be collected in advance...	At least 4 weeks in advance of meeting
Send out invitations...	At least 2 weeks in advance...	Circulate updated advice/reports collected
Hold the individual Annual review meetings	Reviews must take account of the views...	Reviews should be carried out using person-centred planning principles
Send the completed individual annual review meeting form...	The school must prepare and send a report within 2 weeks...	No later than 2 weeks after the AR meeting

Annual Review Timeline for Schools

SEND CoP: 9.193 says that “EHC plans are not expected to be amended on a very frequent basis

Indications of whether an EHC plan should be Maintained, Amended or Ceased

Maintain	Amend	Cease
<p>All or the majority of the needs, outcomes and provision remain the same</p>	<p>If there are significant changes required. For example:</p> <ul style="list-style-type: none"> • The primary area of need has changed • The child has received a new diagnosis • The needs descriptions are no longer accurate • One or more of the outcomes have been met • The provision detailed within the plan is no longer relevant – it has significantly decreased, increased or a request is being made for an increase in element 3 funding • There are significant changes to the family situation • Parents request amendments to the plan 	<p>The majority of Outcomes have been achieved and no longer require provision over SEN support.</p>

Phase Transfer Review Process



Phase Transfer Review Process Early Years settings and Schools

This guidance sets out expectations for **annual reviews in phase transfer years** and clarifies timelines, responsibilities, and the role of local authority officers.

1. Phase Transfer (PT) Year Groups

The following year groups are considered **phase transfer years**:

- **Year -1 Early years** (transition to Reception)
- **Year 2** in infant schools (transition to junior school if not in all through primary)
- **Year 6** (transition to secondary school)
- **Year 9** (Holly House School Only)
- **Year 11** (transition to post-16 provision)

2. Timing of Annual Reviews in Phase Transfer Years

Phase transfer reviews must be completed within **12 months of the transfer taking place**. As a result:

- **Years -1, 2, 6 and 9** PTs reviews must be held during the **first half of the Autumn term**, as the **statutory deadline is 15 February**.
- **Year 11** PTs reviews must be held during the **second half of the Autumn term**, to meet the **statutory deadline of 31 March**.

Reviews that take place **before 1 September** cannot be counted as a **phase transfer review**, even if the pupil is moving to a new phase the following academic year.

3. Parental Preference Process

Schools are advised that the local authority will:

- Write to parents/carers to **request their placement preferences** as part of the phase transfer process
- Confirm the **anticipated date** when these letters will be sent so schools can plan reviews accordingly

Schools should ensure that review documentation clearly reflects parental views and aspirations for the next phase of education.

4. Attendance of Local Authority Officers at Reviews

Local authority officers will:

- **Attend phase transfer annual reviews only where there is a request for a specialist placement**
- Not routinely attend all phase transfer reviews

Schools should still submit all review paperwork within the required deadlines, regardless of whether an officer attends the meeting.

5. Key Reminders for Schools

- Phase transfer reviews must be **clearly identified** as such in paperwork
- Reviews held **before 1 September** cannot fulfil the phase transfer requirement
- Annual reviews for non-phase transfer year pupils must **not be deferred**
- Clear and timely documentation supports efficient decision-making and placement planning