



Hope School and College Annual Review process. Overview for parents:

When	What happens
September	<ul style="list-style-type: none"> • Annual Review Meeting dates are circulated to all parents/carers and professionals we are aware are involved including: class teacher, Local Authority SEN officer, educational services, health services and a local authority social care representative if your child has an allocated social worker, a package of support over 10 hours a week and / or attends overnight respite provision.
At least 6 weeks before Annual Review Meeting	<ul style="list-style-type: none"> • Parent/carers are formally invited via letter. Enclosed is a parental views form (AR3) to be completed and returned to school. • Professionals involved with the student are invited via email. We ask professionals to upload their reports 3 weeks before the meeting electronically via a secure system. • Teachers complete their advice (AR1) highlighting attainments and progress in relation to curriculum and EHC outcomes • Students provide their views in a way that is appropriate to them, with support from staff if appropriate
3 weeks before Annual Review Meeting	<ul style="list-style-type: none"> • All documents should have been returned/uploaded as requested.
2 weeks before Annual Review Meeting	<ul style="list-style-type: none"> • All reports received are printed and sent to parents via the student's bags. • Professionals receive an alert that advice / reports received are available
At the Annual Review Meeting	<ul style="list-style-type: none"> • SENCO chairs the meeting and completes the Record of Review Meeting (AR4) using this as an agenda. • Those present consider: <ul style="list-style-type: none"> ○ The progress made over the year, ○ Reports provided, ○ Progress towards the outcomes in the EHC plan, ○ If the current provision is meeting the student's needs across Education, Health and Care as appropriate. ○ Short term actions over the next 12 months ○ If the EHC Plan will be maintained, amended or ceased.
Within 2 weeks of AR Meeting being held	<ul style="list-style-type: none"> • Minutes of the meeting are completed (AR4) and are circulated to parents (hard copy), the Local Authority and professionals (electronically). <p>** Although we endeavour to circulate the minutes within 2 weeks of the meeting, due to the number of reviews held, we will get the minutes to you as soon as possible after the meeting. If there is a particular urgency or need, please let us know.</p>