



# Information Advice and Support Kent

A service for special educational needs and disabilities  
helping you to make informed choices

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12a

## Annual Review of a Statement of Special Educational Needs

A Statement of Special Educational Needs stays in place until it is transferred to an Education Health and Care Plan.

All Statements will be transferred by April 2018.

The local authority will tell you in writing when the Statement will be transferred to an Education, Health and Care plan. This will be called a Transfer Review. See Kent County Council's website to find out about Kent's Transition Plans <http://www.kent.gov.uk/education-and-children/special-educational-needs/education-health-and-care-plans-ehcps>  
Also see IASK leaflet (12b Transfer Reviews).

All statements (other than those for children under two), must be reviewed at least annually. The Annual Review of a pupil's Statement ensures that once a year the parents, the pupil, the Local Authority (LA), the school/education setting and all the professionals involved, consider both the progress the pupil has made over the previous 12 months and whether any amendments need to be made.

### The purpose of the Annual Review is to:

- assess the child's progress towards the objectives in the Statement and targets in the Individual Education Plan (IEP);
- consider whether there has been any change in the child's needs or circumstances;
- review the special provision made for the child, including the appropriateness of any special equipment provided;
- set new targets for the coming year;
- consider whether the school placement is still appropriate
- consider whether to maintain or cease the Statement

At least 2 weeks before the start of each term, the LA should write to the School with a list of all the pupils on roll that will need an Annual Review that term.

The Head Teacher or delegated teacher must request written advice from:

- parents/carers;
- staff who have been working with your child;
- anyone the LA thinks should be asked for advice.

The school should send out copies of any written advice at least 2 weeks before the review meeting.

**The Head Teacher must invite:**

- the child's parents;
- a relevant teacher/class teacher/form or year tutor, the Special Educational Needs Co-ordinator (SENCo) or equivalent;
- a representative of the placing LA;
- any person who the LA considers appropriate;
- any other person the Head Teacher considers appropriate.

There are other people who could be asked to attend, and you might want to discuss this when the School contacts you to arrange the meeting.

**Others attending might be:**

- your child (they do not have to attend and could put their views in writing);
- health professionals (if appropriate);
- a parental supporter to accompany you.

Where a child is placed outside the area of the LA responsible for that Statement, a representative of the placing LA should attend.

If a child who is subject to a Care Order, an Education Supervision Order or is accommodated by the LA or the LA Social Care, information must be included from their Care Plan. This Plan must incorporate a Personal Education Plan (PEP) that sets out the educational arrangements for the child, and should include information from the statement, the annual review and IEP.

If a child or their family has English as an additional language, every effort should be made to translate relevant documents and have a translator available. Extra time should be given to allow for this.

Where a child or their family has a communication difficulty because of a sensory or physical impairment or learning difficulty, alternative communication systems should be used. Extra time should also be given to the meeting to allow for this.

Where a child is educated otherwise than at school, the timetable for arrangements is the same as for children in schools. The parents must always be invited, and it should take place at the most convenient location. (This may be the family home).

Before the meeting it is a good idea to make a list of all the points you want to make, and a list of all the questions you want to ask. You can make a note if you think any of the aims should change, or if you feel any new targets should be made.

Following the Annual Review meeting the Head Teacher must prepare a report, and submit it to the LA no later than 10 school days after the Review meeting or the end of that school term, whichever is the earlier. The Head Teacher must send a copy of the report to all concerned in the Review, including the parents and any relevant professionals.

The LA must decide whether to accept any of the Head Teacher's recommendations and, within one week of making a decision, they must send a copy of their decision to the Head Teacher, the Parents/Carers and anyone else they think appropriate.

If the LA agrees to the recommendations and changes are made to the statement, you will be issued with an amended draft statement. You will have 15 days to comment prior to the amended final being issued. If you do not agree with the final statement or the Local Authority has not made the amendments that you asked for, you will have 2 months in which to appeal to the Special Educational Needs and Disability Tribunal. You can also use disagreement resolution services to discuss the Local Authority's decision and this does not affect your right of appeal.

If you have concerns about your child's needs and provision as set out in the Statement of Special Educational Needs, you should discuss your concerns initially with school and Local Authority caseworker.

Following discussions, if you believe there are significant changes in your child's needs, you have the opportunity to ask for a re-assessment. You should express your views in writing to the Local Authority caseworker.

Where a school recognises that a pupil with a statement is at risk of disaffection or exclusion, an **interim or early review** should be called.

**Information, Advice and Support Kent (IASK)** can provide information and support at each stage of the Review process. This can include explaining the process, helping with paperwork and supporting at meetings.

On request this information can be provided in alternative formats and languages.

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