



# The Annual Review: A Guide for Parents/Carers



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# The Annual Review:

## ☺ What is the Annual Review?

If your child has a statement of special educational needs, the City Council must review the statement once a year to monitor your child's progress and to ensure the statement continues to meet his / her needs. If there is concern about a child's progress, and if parents / carers and schools agree, then an annual review may be brought forward. For children under five, a review may take place every six months.

## ☺ Why does my child need an Annual Review?

The purpose of the review meeting is to:

- bring together the views of you, your child and all those involved in helping your child
- review the special provision made for your child
- ensure that targets set previously are being achieved and to set new targets for the next year
- recommend possible amendments to the statement, if appropriate
- consider whether a statement is still required.

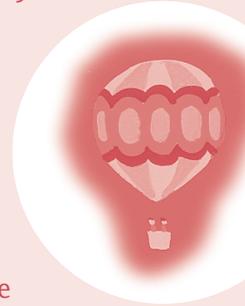


## Who will attend?

Your child's headteacher **must** invite:

- you - as a parent you can really make a difference to the meeting by going along and sharing your views. (You may also bring a friend or representative if you wish.)
- a relevant teacher
- a representative from the Plymouth City Council's education service
- anyone else the headteacher considers appropriate.

It is unlikely that everyone invited will be able to attend the review meeting, but the headteacher will try to ensure that the date fixed for the meeting is convenient for those people who have had most contact with your child.



## 😊 What happens before the meeting?

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The headteacher **must** ask for written reports from:

- you (the school should give a form for this)
- your child's teachers
- all others invited to the review meeting.

The headteacher **must** then:

- send copies of the written reports to all those invited to the review meeting at least two weeks before it takes place
- invite further views, including comments from those who are unable to attend the meeting.

## 😊 What should I include in my report?

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Comments on:

- your views on your child's progress over the last year
- what has pleased you and also any concerns
- what you feel are your child's needs in school for the coming year
- what you think you and the school can do to help meet those needs.

## ☺ Is my child involved?

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Wherever possible, pupils should also 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 your child's involvement in the review process.

## ☺ What happens at the review meeting?

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The meeting will normally include the following:

- your views of the past year's progress as well as the views of your child and the school
- the extent to which the objectives in the statement, or those agreed at the previous annual review, have been met
- objectives / targets for the next year
- planning the support in school and from parents to help achieve these objectives / targets
- any further action required and who will be responsible for this
- whether the statement needs amending or is no longer needed.

## ☺ What happens next?

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The school prepares a report summarising the results of the review meeting and setting out targets for the following year.

The report must be sent to all those involved in the review.

The City Council must then:

- review the statement in light of the report
- decide whether to accept the headteacher's recommendations
- tell you, the headteacher and anyone else they think appropriate its decision.

If the City Council proposes to amend 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 these changes. If you agree, the City Council will produce a final statement.

If you do not agree with the changes you can discuss this with your Named Officer.





## 😊 What is a Transitional Annual Review?

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This is the annual review that takes place for your child in year 9. It is particularly important in preparing for their move to further education and adult life. This review can involve all those people and organisations who will play a major role when your child leaves school.

## 😊 What is a Transition Plan?

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When your child is in Year 9, a Transition Plan will be drawn up as part of the annual review. The Transition Plan looks at your child's needs as adult life approaches. It is updated at each annual review meeting until your child leaves school.

## 😊 Who will be involved?

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### The school

- who will provide information about learning programmes to support your child.

### You and your family:

- to give your views on what you would like for your child after he or she leaves school
- what practical help you may need and how you can support your child in developing personal and social skills needed in adult life.

### Your child:

- who will be able to say what they feel their needs are and what they would like to do after leaving school.

### The Connexions Service:

- who will be responsible for making sure the Transition Plan is carried out. A Connexions Personal Adviser must attend the Year 9 review and all following annual reviews. The Connexions Service should assist the young person and their family in identifying the most appropriate post-16 provision.

### Social Services:

- so that arrangements can be made for any assessment under the Disabled Persons Act 1986
- where a young person is in public care or a 'child in need'.

### Health Service:

- who will provide advice on the services that are likely to be required.

There may be other planning meetings to oversee progress on the plan. School staff will keep you fully informed.

## ☺ Further information and support

For further information about Annual Reviews or Transition Plans ask Parent Partnership or your child's school for a copy of the DfES publication: Special Educational Needs – a guide for parents and

carers. You can also order this by phoning

0845 602 2260, quoting the reference

number DfES 0800/2001, or you can

view it on the DfES website

at [www.dfes.gov.uk/sen](http://www.dfes.gov.uk/sen).



If you would like to be put in touch with a Parent Partner (Independent Parental Supporter) to support you through the Annual Review or Transitional Annual review, please contact the Parent Partnership Service.

If you would like more information on any of these materials, or would like the opportunity to discuss your concerns with either a Parent Support Adviser or Parent Partner (Independent Parental Supporter), please contact:

### **Plymouth Parent Partnership**

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