

# PLYMOUTH INFORMATION ADVICE AND SUPPORT FOR SEND



## What is an Annual Review?



### Annual Reviews

- An Education Health & Care Plan must be reviewed by the Local Authority every 12 months.
- You can update any section in your plan if you wish.



### The Annual Review Meeting Must...

- Listen to your views, wishes and feelings.
- Be all about you.
- See what support is right for you.

### How Can You Get Your Views Across?

There are many different ways you can give your views in the meeting like:



- Making a video
- Writing a letter
- Recorded message
- Draw pictures or diagrams of what helps or doesn't help you
- Talk to PIAS who can help.



### Make My Voice `Heard`

- You can ask the SENCO to help you before the meeting.
- You can ask a parent or carer to give your views for you.
- You can ask PIAS for support.

### Important Timelines



- If you are changing or transferring to another school like from year 9 to year 10, the annual review must be finished by **15<sup>th</sup> February**.
- If you are post-16+, the Annual review needs to be completed by **31<sup>st</sup> March**, before you move into further education.
- Invitations to the Annual Review meeting must be given out **2 weeks before** the meeting, the Head teacher usually does this.
- **Within 4 weeks** of the Annual review meeting , the Local Authority must decide to either:
  1. **Maintain the plan** - keep it the same.
  2. **Amend the plan** - change some things in it.
  3. **Cease the plan** – stop the plan (this will be discussed with you first).

## Will Someone Help Me In An Annual Review Meeting?



- You can ask PIAS for support.
- If you have any questions about your EHC plan. Ask one of our team for support.

## How Can PIAS Help You?



- Make sure you can get your views across to the school or college.
- Support you to ask for help at school or college.
- Help you understand paperwork.
- Make sure you have `your say`.
- Sometimes support you in meetings with the school or college.
- Support you to get an EHCP (Education, Health & Care Plan).
- Help you to understand your own EHCP (Education, Health & Care Plan) if you have one.

## How To Contact PIAS

You can contact us in several different ways:

- Through our website via our [contact us form](#)
- Email us at: [pias@plymouth.gov.uk](mailto:pias@plymouth.gov.uk)
- Call us on 01752 258933.
- Visit Facebook at: [@plymouthias](#)

