



Special Educational Needs and Disabilities  
Information, Advice and Support Service



# Annual review of your Education, Health and Care plan (EHCP)

An easy-read  
information booklet



# What is an annual review of an Education, Health and Care Plan?



**If you have an Education, Health and Care plan, this needs to be kept up to date.**



**Sometimes an Education, Health and Care plan is called an EHCP or EHC plan.**



**A review of your plan happens every year, it is called the annual review.**

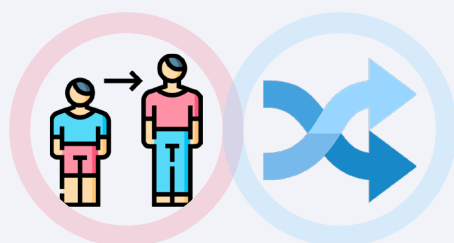


**This booklet is about the annual review of your EHC plan.**



**You may have already heard people talking about your annual review.**

**You may be wondering what it is all about.**



**It is important to make sure your plan is working well for you as you get older and change.**

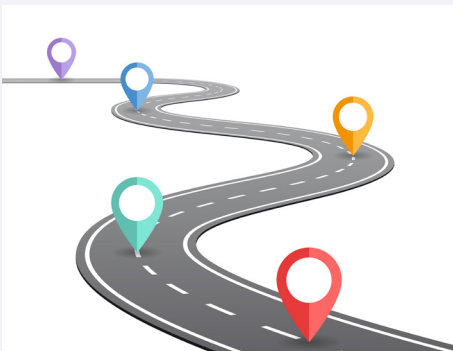
# What happens at an annual review?



**A really important part of your annual review is having a meeting.**



**This meeting is with you, your family and the people involved in your education, health and care.**



**But, an annual review is more than just a meeting!**





**It is a process that takes at least 8 weeks to complete.**



**A process is a number of actions or steps needed for something to happen.**

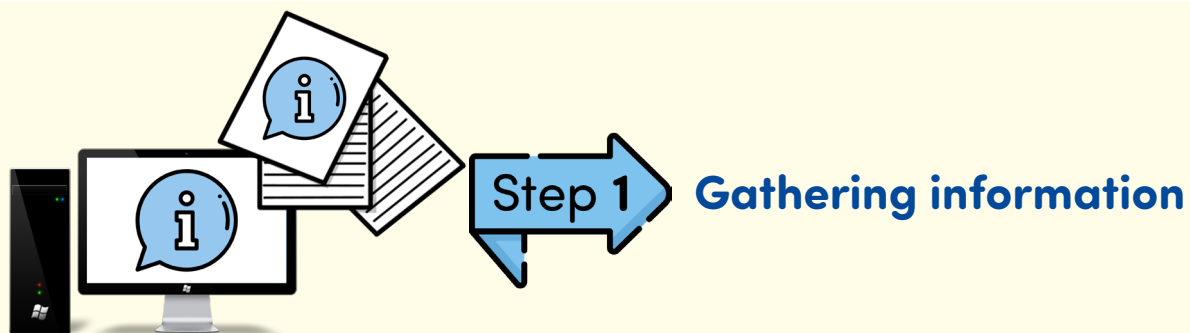


**5 steps**

**The annual review of your plan has 5 steps.**



**Let's look at the process step by step.**



**For your annual review it's really important to tell people about your daily life.**



**You can share this in your own way.**

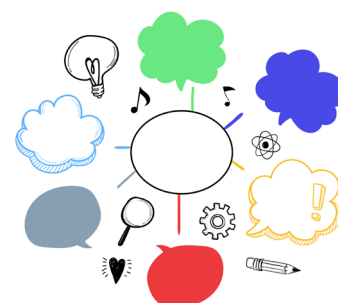
**This could be things like:**



**a voice or video recording**



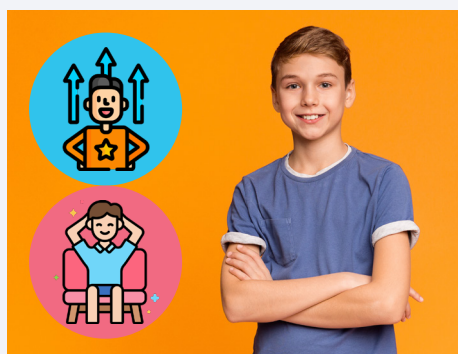
**making notes**



**drawing a picture or mind map**



**You may be given a form to complete, which will help you to prepare what you want to say.**



**This will help you to feel confident and relaxed going to the meeting.**



**Usually, someone in your school or college contacts the important people involved with your education, health and care.**



**This includes information from:**



**your parents or family carers**



**school or college**



**other professionals who are working  
with you like:**



**Social Workers**



**Youth Workers**



**Health  
Professionals**



**Their information is brought together for everyone to see before the meeting.**

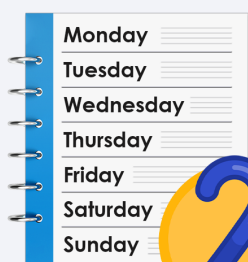


**If you are not in school or college,  
someone from the local authority (LA)  
will organise your annual review.**





**Sending invites to the annual review meeting**



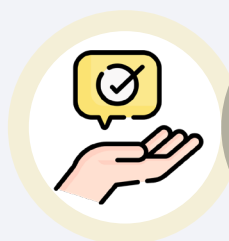
**2** weeks

**The invites must be sent 2 weeks before the meeting.**



**This means everyone who wants to, can come.**

**Information**



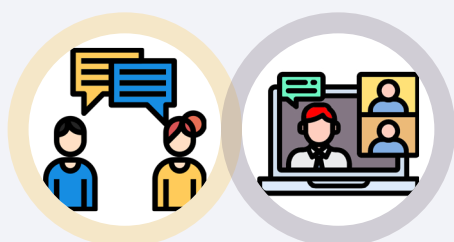
**Advice**



**The invite will also include the advice and information gathered in step 1.**



**Everyone then has the time to think about all the information before the meeting.**



**You can ask for the meeting to be online or face to face, whichever works better for you.**



**The meeting**



**College**

**School**

**The meeting will usually take place at school or college.**



**The meeting is a chance to look at your outcomes agreed in the plan.**



**Your outcomes are what you and everyone would like you to be able to do, with the support agreed in your plan.**



**The information that was gathered will tell the LA about what has been going well or not so well.**



**You, your parents or carers will have time to say what you think and feel about:**

- what has happened and
- what should happen next.





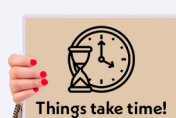
**Everyone at the meeting must help you,  
your parents or carers to do this in the way  
you want or need.**



**Examples of things you can ask for:**



**giving you information in a way you  
understand it**



**having enough time in the meeting**



**having easy-read notes after  
the meeting.**



**You can then talk about making plans for  
how you want the next year to go.**



**Education**



**Health**



**Care**

**This will be everything to do with your  
education, your health and your care.**



**You can ask for any changes you would  
like to your plan.**



**Everyone will think about what you would like to do in the future and what support you might need to help you.**



**Preparing to become an adult should happen by year 9 at the very latest.**

**Your review should include:**



**looking at what learning, training or job you would like to do and what support you might need to do this**



**looking at what support you might need to help you live independently and make your own choices**



**what you need to stay healthy**



**the support you need to be part of your  
community, including using transport**



**help to find and take part in activities**



**support to maintain friendships and  
relationships**



**The review should consider whether a package of support for you should be spread across 5 days.**



**After the meeting**



**The person organising the meeting must write a report.**



**They must send it to everyone who came to the meeting.**





**They must send it to the family services team at the LA within 2 weeks.**



**In Suffolk, the Family Services team are responsible for EHC plans.**



**The report must include any suggested changes to your plan.**



**The report should explain if there was any disagreement about what should be changed.**



## **Step 5** The LA decision



### Letter

**The LA will look at the paperwork.**

**Within 4 weeks of the review meeting, they will write to you with one of these decisions:**



 **to leave the plan as it is**



 **to change the plan**



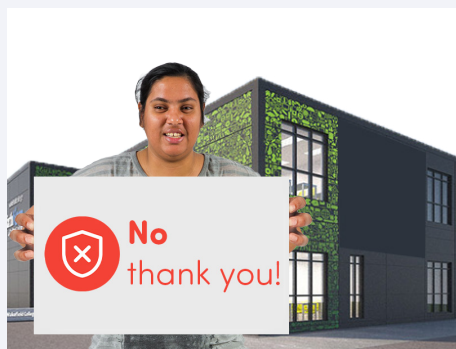
**to cease (stop) the plan**

The plan will only cease:



**when all the outcomes have  
been achieved**

**OR**



**if you do not want to continue in further  
education or training**

**OR**



**in the July after your 25<sup>th</sup> birthday.**



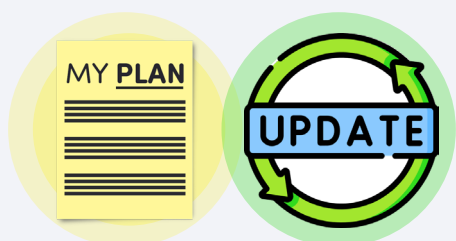


**If your plan changes, you will be sent the original Plan plus the suggested changes.**

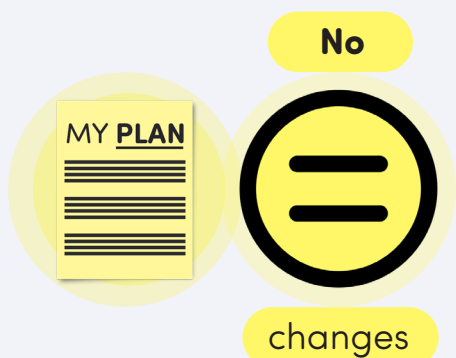


**You can ask for a meeting with your Family Services Coordinator to talk about this.**

**Their contact details will be on the letter that comes with the plan.**



**Within 8 weeks of sending you the suggested changes, the local authority must send you your updated Plan.**



**...or let you know they have decided not to change the Plan after all.**

# How get in contact with us



**You can fill in a web form:**

[suffolksendiass.co.uk/contact-us](https://suffolksendiass.co.uk/contact-us)



**You can e-mail us:**

[enquiries@suffolksendiass.co.uk](mailto:enquiries@suffolksendiass.co.uk)



**You can text us:**

**Text ADVICE4ME to 87007**



**You can call us:**

**01473 265210**



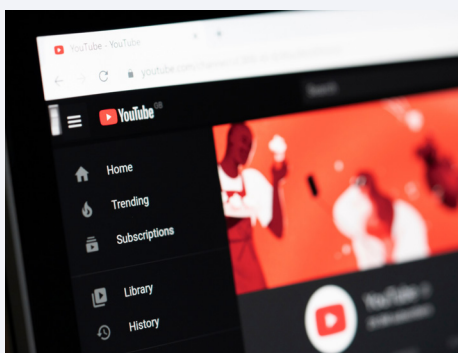
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**@suffolksendiass7456**



**Scan the QR code with your phone to  
visit our website.**



**Thank you to all the young people that have helped us to co-produce this information.**

**The Thinklusive Advisory Group worked together to make this easy-read document. We created this document as people who are:**

“Passionate, approachable and dedicated”

“Chilled, relaxed, kind, helpful, committed and caring”

“Supportive and kind with a good eye for detail”

“Kind, generous, funny, caring and committed”



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