



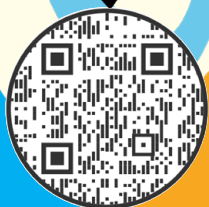
Special Educational Needs and Disabilities
Information, Advice and Support Service



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

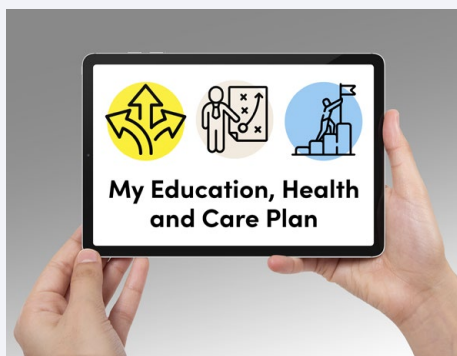
An easy-read
information booklet

SCAN ME



easy-read

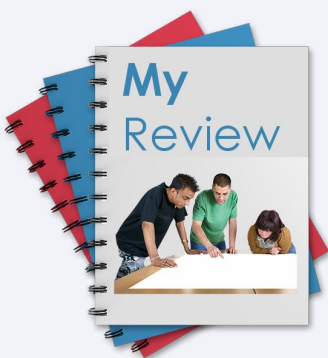
What is an annual review of an Education, Health and Care Plan?



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.



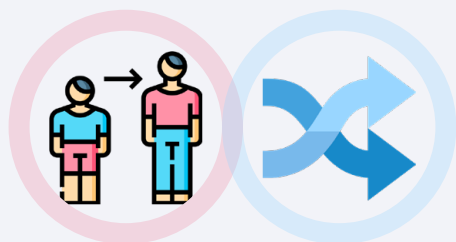
**Annual
review**

**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.**

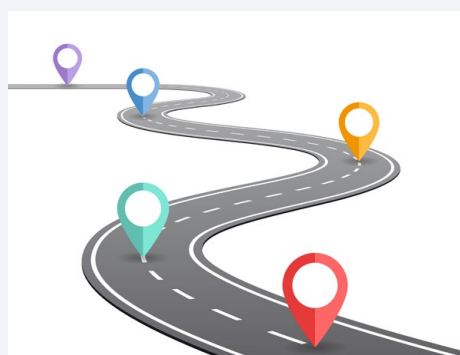
What happens at an annual review?



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.

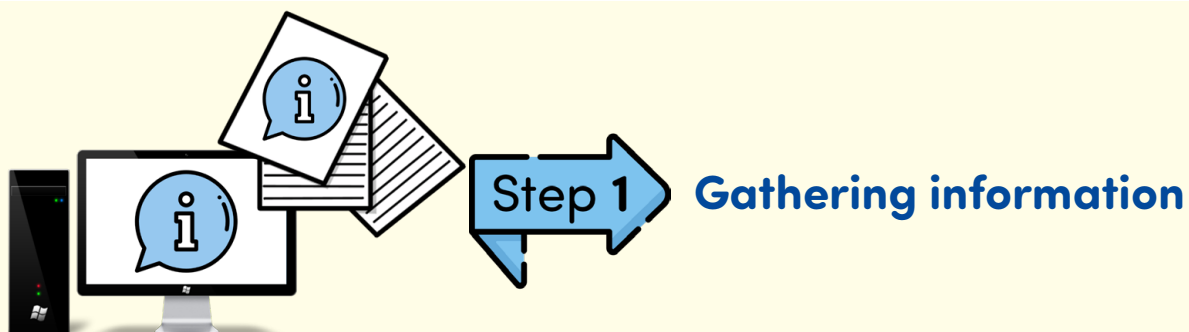


5 steps

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.

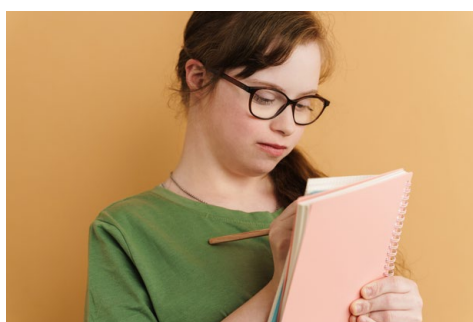


You can share this in your own way.

This could be things like:



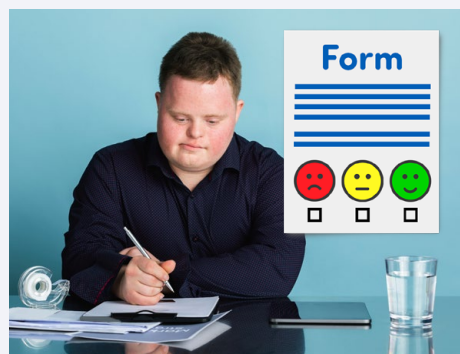
a voice or video recording



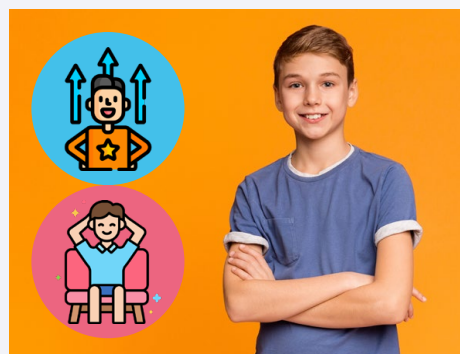
making notes



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



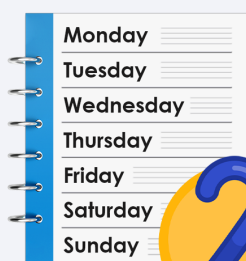
Youth Workers



**Health
Professionals**



Their information needs to be gathered in plenty of time for everyone to see it before the meeting.



2 weeks

This must be shared with everyone at least 2 weeks before the meeting.



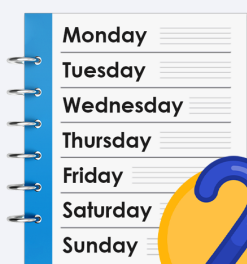
Everyone then has the time to think about all the information before the meeting.



**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**



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



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

College



School



The meeting will usually take place at school or college.



It can take place at home or online if this would be easier for you.



The meeting



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

- what has happened and
- what should happen next.



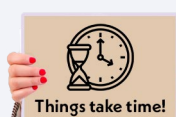
Everyone at the meeting must help you and your parents or carers to do this in the way you want or need.



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.



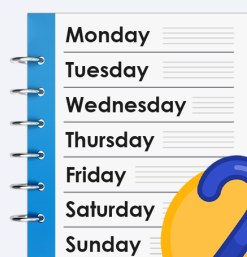
Step 4 After the meeting



The person organising the meeting must write a report.



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



2 weeks

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



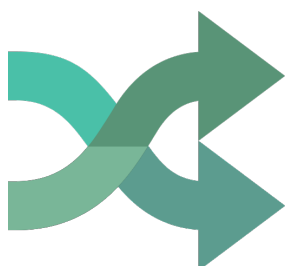
Letter

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



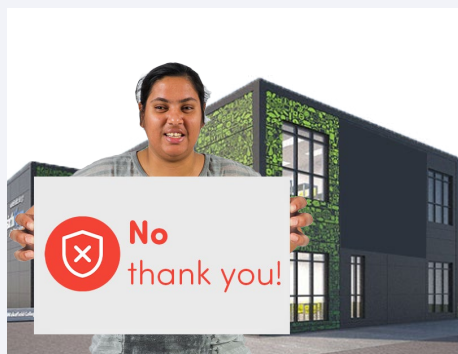
to cease (stop) the plan

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 25th birthday.

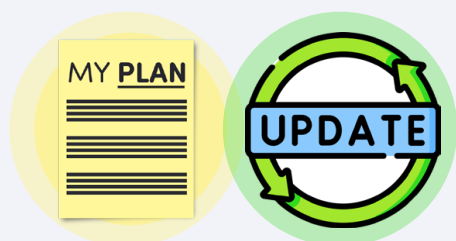


If your plan changes, you will be sent the original Plan plus the suggested changes.

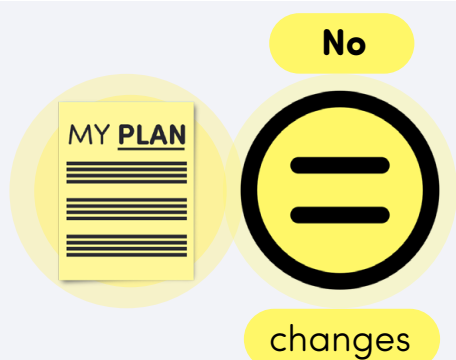


You can ask for a meeting with your Family Services Coordinator to talk about this.

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

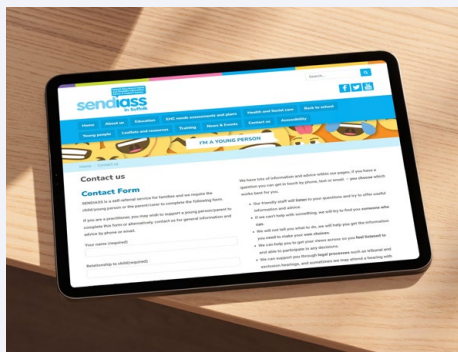


Within 8 weeks of sending you the suggested changes, the local authority must send you your updated Plan.



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

How to get further information, advice and support



You can fill in a web form:

suffolksendiass.co.uk/contact-us



You can e-mail us:

enquiries@suffolksendiass.co.uk



You can text us:

Text ADVICE4ME to 87007



You can call us:

01473 265210



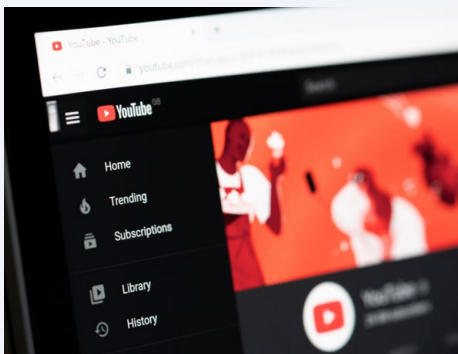
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**Scan the QR code with your phone to
visit our website.**



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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