



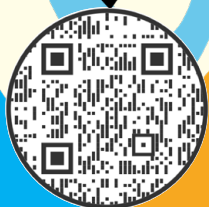
Special Educational Needs and Disability  
Information, Advice and Support Service



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

An easy-read  
information booklet

SCAN ME



easy-read



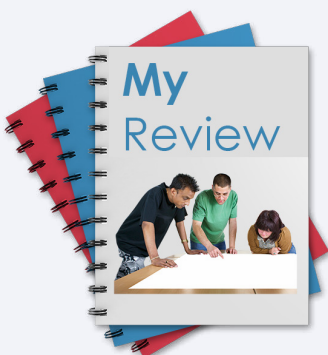
# What is an annual review of an Education, Health and Care Plan?



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

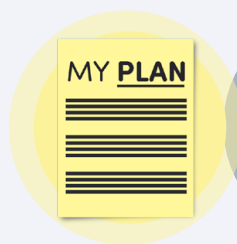


**Sometimes an Education, Health and Care plan is called an EHCP or EHC plan.**



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





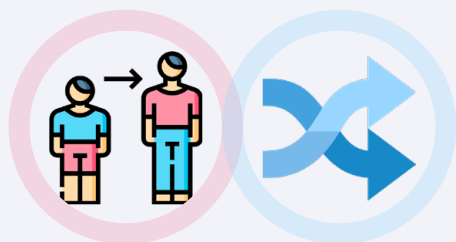
**Annual  
review**

**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.**



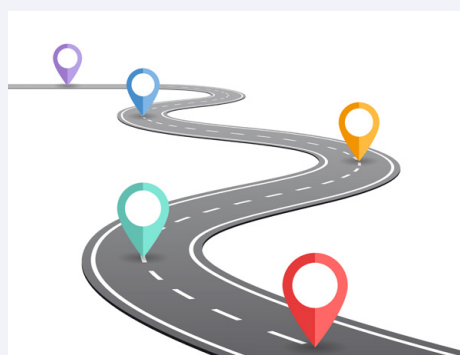
# What happens at an annual review?



**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.**



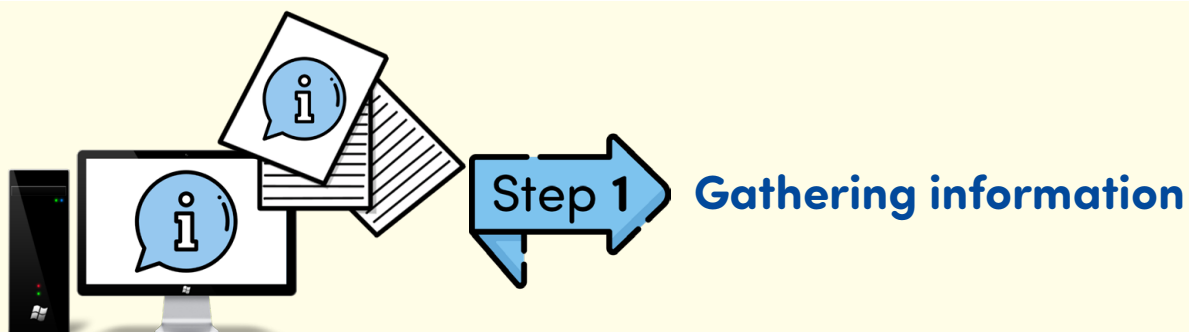
**5 steps**

**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.**

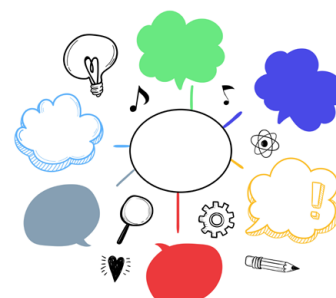
**This could be things like:**



**a voice or video recording**

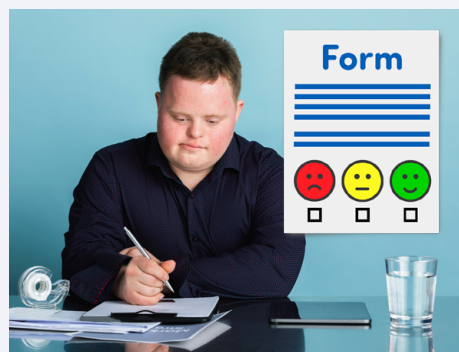


**making notes**

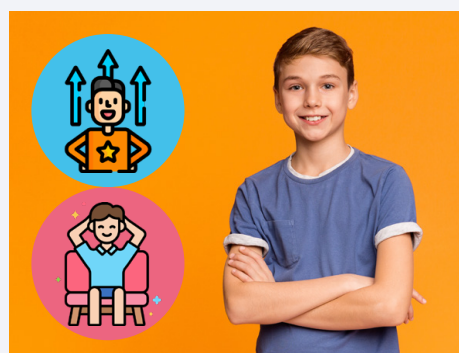


**drawing a picture or mind map**





**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.**



**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.**

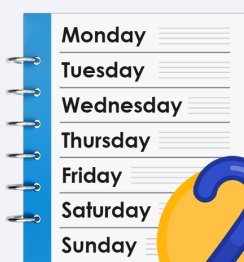




**If you are not in school or college,  
someone from the local authority (LA)  
will organise your annual review.**



**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



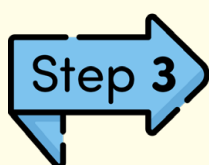
School



**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.**

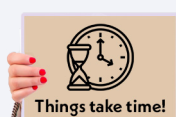




**Examples of things you can ask for:**



**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.**





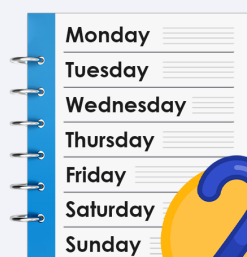
## Step 4 After the meeting



**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



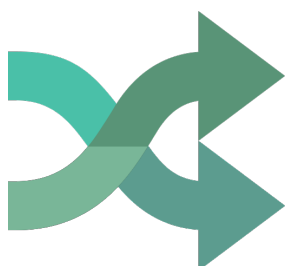
### Letter

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





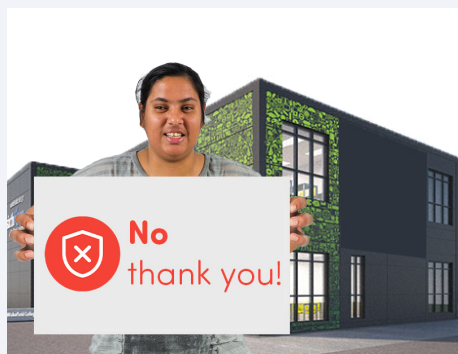
**to cease (stop) the plan**

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 25<sup>th</sup> birthday.**



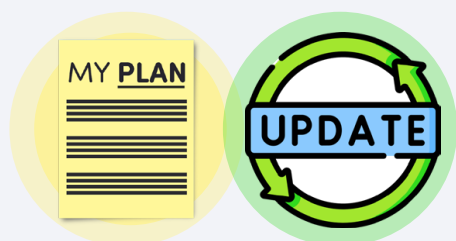


**If your plan changes, you will be sent the original Plan plus the suggested changes.**

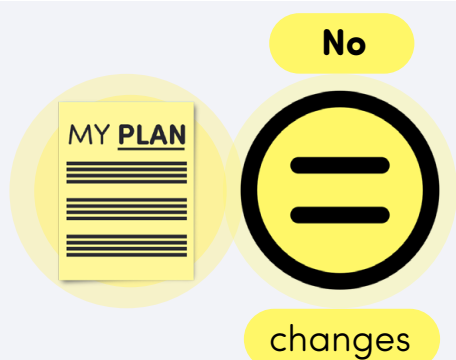


**You can ask for a meeting with your Family Services Coordinator to talk about this.**

**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.**



**sendiass**  
in Suffolk

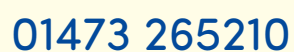
Special Educational Needs  
and Disability Information,  
Advice & Support Service



**You can e-mail us:**



**You can call us:**







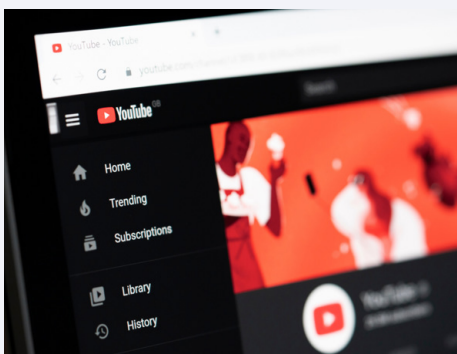
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visit our website.**





**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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