



PARENT LINK- INFORMATION SHEET no. 5

ANNUAL REVIEW OF A STATEMENT OF SPECIAL EDUCATIONAL NEEDS

What is an annual review?

The Local Education Authority has to review your child's statement at least every year.

The purpose of the annual review is to

- look carefully at your child's progress over the year
- see whether your child's educational needs have changed
- see whether your child's special educational provision needs to be changed
- decide whether the statement needs to stay the same, whether it needs to be changed, or whether the statement is not needed any more.

Who will take part in the annual review?

- Parent(s)
- The school (The special needs co-ordinator, head teacher or class teacher will be present at the annual review meeting)
- Other professionals involved with your child's education may be involved in the review, e.g. the educational psychologist, your child's doctor, learning support service, speech and language therapist, the caseworker at County Hall etc. These professionals will not be able to attend every child's review and will unfortunately have to prioritise)

What are the stages of the annual review

- Your child's head teacher will send you a form called: 'Annual review of a statement of Special Educational Needs:- Parent Advice'.

They will also send you a school report on your child's progress and give you a date for the review meeting.

- On the form, you will have the opportunity to say how you feel your child is doing and if you think any changes are necessary to the statement. You will also be asked to say if there is anyone else you would like to be involved in the review.-eg-social services, an Educational Psychologist, the SEN Caseworker. You should receive copies of all the professionals' advices at least two weeks before the date of the review meeting.
- The review meeting will be held, probably at the school. Everyone should have a chance to say what they think.
- The school will fill out a form and send it back to County Hall. It will include what everyone agreed should happen about the statement. If everyone could not agree at the meeting, this will be written down. You will receive a copy of this form.
- Your Caseworker at County Hall will then write to you to say whether the Education Authority agrees with the recommendations made by the people at the review meeting. If the statement is being changed in any way, you will have an opportunity to comment and talk to your caseworker so that any disagreements can be sorted out. You will also be told of whether you have a right to appeal if it cannot be sorted out.

If you have any questions about your child's annual review, please contact your Caseworker at County Hall.

You can also phone Parent Link's confidential helpline on 01273 481172 for impartial advice and practical help with forms and meetings.