

What happens after the Review

Copies of the relevant records, including any shared written reports will be sent to the Local Authority (LA).

The LA will consider the recommendations made at the review, make any necessary decisions and a proposed amended statement will be issued if deemed appropriate.

The Draft Statement will be sent to parents/carers for approval. This should be signed and returned to the LA before a final statement is issued.

Notice of Annual Review

Parents are sent a letter along with a Local Authority questionnaire, the current Educational Statement and School Individual Development Plan two weeks before the review date.

A reminder is sent to parents two days before the scheduled meeting.

If you are unable to attend, the review will go ahead in your absence but your contribution can be considered by returning the paperwork provided to you.

In exceptional circumstances the Annual Review date may be changed.

PEN-Y-CWM SCHOOL



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Parents/Carers Guide to the Annual Review Process

To be recognised to be outstanding in everything we do.

The purpose of an Annual Review

To Discuss and review:

- ◆ The statement of Educational Need.
- ◆ Pupil Progress and Achievement.
- ◆ Pupil Transition plan, if the pupil is aged 14+

If Applicable:

- ◆ Individual Learning Plan
- ◆ Positive Handling Plan.
- ◆ Individual Behaviour Plan.
- ◆ Risk Assessments.
- ◆ Manual Handling Care Plan.
- ◆ Health Care Plan.
- ◆ Annual Report.

Who may attend

The Pupil (if appropriate).
Parents or Carers.

Member of Senior Leadership Team or Phase Lead. Sometimes Class Lead or Staff member from class.

Representative from the Local Authority.

Multi Professionals such as CAMHS, Occupational Therapist, Social Worker, Physiotherapists, Visual and Hearing Specialists.

Other external agencies or people involved with the individual, such as SNAP Cymru, Parent Partnership Representative, Respite Carer etc.

The Review Meeting

Will be held in line with the SEN Code of Practice.

Will be chaired by the school Assistant Headteacher or Class Teacher.

Recommendations may be discussed and any changes required to the statement of Educational Need will be recorded.

Should there be a change of circumstance or need then an additional Interim Review can be arranged during the year.