

What happens after the Review/Meeting

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, and any necessary decisions and a proposed amended statement will be issued if deemed appropriate.

Notice of Annual Review

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

A reminder is sent to parents two days before the scheduled meeting. These meetings may be held via teams or telephone conference.

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.



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PEN-Y-CWM SCHOOL



Parents/Carers Guide to the IDP and Annual Review Process 2021

*To be recognised to be
outstanding in everything
we do.*

The purpose of an IDP and/or Annual Review Meeting

To Discuss and review:

- ◆ The Individual Development Plan (IDP) and Additional Learning Provision (ALP) required.
- ◆ 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

The Review Meeting

Will be held in line with the ALN Code.

Will be chaired either by the School Assistant Headteacher or Phase Lead along with School Liaison Officer.

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.