



PensMeadowSchool

Living, Growing, Learning

EHCP Review Process

DECEMBER 2022

Staff Responsible: Headteacher

Context

As a school we are commissioned by the LA to deliver the provision specified for each pupil and must evidence that all pupils are making the best possible progress towards the best possible outcomes.

Although the review is annual, the Pens Meadow Approach should ensure that information is evidence based, accurate, timely, understood by all and explicitly delivered through bespoke provision at all times.

It is our responsibility to ensure the plan includes input from health and social care wherever relevant.

All pupils attending Pens Meadow school have an EHCP. The majority of pupils have a Dudley issued EHCP, however there are a few issued by other local authorities.

Once an EHCP has been issued, it is reviewed annually.

A recommendation is made by school to the local authority, following the review, to either maintain the EHCP or amend it.

If the EHCP is amended, that is the document that is reviewed the following year.

If it is not amended, we work from the EHCP itself as the legal document, but also from the annual review as this has the most up to date information.

The first task, when EHCP is due for review, is to check which version is the actual EHCP, how many annual reviews have been carried out, and what information is contained within these reviews.

We populate the LA issued annual review paperwork and do not suggest amendments on the EHCP itself.

If the EHCP has not been amended, but an annual review has been carried out, staff **MUST** use both the EHCP and annual review to inform planning and provision.

For January 2023 onwards school must use the newly revised LA Annual Review format. This is to support transition to the revised EHCP Formats which the LA started issuing in Autumn 2022.

The revised EHCP and Annual Review Formats are considerably different. Senior Leaders at Pens Meadow will support staff through this transition process with guidance and advice.

Preparation

Admin Team (Kate Marsh leads the EHCP process)

- Schedule Review Meeting (in consultation with SEN Team and parents)
- Follow agreed timescales (published by SEN Team)
- Request reports from involved professionals (if involved in the last twelve months only)
- Request attendance at meeting by all involved
- Request updated information from class teacher
- Send relevant sections of EHCP and new Annual Review paperwork to parents asking for updates

- Request pupil view from class teacher / keyworker
- Prepare Annual Review Paperwork for meeting

Teacher

- You will receive calendar invites from Kate Marsh.
- It will instruct you to;
 - a) Go to TEAMS / Pupil Information /EHCP Teacher input / *PUPIL NAME FINAL AND LAST REVIEW.*
 - b) I have copied the EHCP information onto review from from their final plan.
 - c) Please make any changes to the information copied into the review, if it needs to be deleted use line score (~~abc~~ on toolbar), if text to be added use standard text in bold. Please do not remove any text as reviews need to reflect final plan.
 - d) Once complete please email Marie for checking and copy me in.
 - e) Final Plan is in the same location if you need to refer to it/check my copy and paste.
 - f) All documents password protected (if you can't remember what this is just ask).
 - g) Remember to complete pupil voice, Section A, with the pupil prior to the meeting
 - h) Please complete by
- As a starting point, ensure the relevant EHCP content has been cut and pasted into the annual review paperwork. This ensures the annual review has all relevant information and becomes the working document.
- The new paperwork DOES NOT have separate sections for the four outcome areas; they are all together. However for the purposes of Pens Meadow, particularly through this process of transition, the separate sections are identified, please continue to think of them separately, but DO NOT duplicate information.
- Populate the Annual Review. As described above, this needs to be with reference to the actual EHCP. It is essential that quality, evidence based information should be provided. Use information you already have in class, from pupil All About Me, IEP, academic progress data, SaLT / Physiotherapy target, and Educational Psychology / Occupational Therapy support or any other sources that are relevant
- Follow the school guidance template to populate the annual review template. In addition refer to the LA Guidance document.
- Comments should be made honestly, describing the pupil's actual strengths and needs. This may appear negative, but it is imperative that an accurate picture is given. Do not assume the person reading the information knows the pupil. State the obvious.
- Before returning the paperwork to admin team in accordance with schedules, the headteacher must be informed, so the teacher input can be checked for accuracy and quality.
- Consider the funding level attributed to the pupil. This will be Band 1, 2, 3 or 4. In Pens Meadow terms 1 = cake, 2 = cream, 3 = sprinkles. Consider whether the banding is accurate. If not then the EHCP Review Process is the vehicle for requesting a change to funding. Therefore comprehensive paperwork is essential to support requests. If an internal uplift is required this must be evidence based.

Pupil Involvement

- Keyworker to regularly update All about Me with pupil throughout the year ensuring they are given opportunities to share their views and aspirations
- Keyworker to use their knowledge to support the completion of pupil / student view before the meeting with the pupil. It is important that pupils' views and aspirations are taken into account as they should inform outcomes and provision
- Pupil / student to attend part of meeting to share views if appropriate

Family Involvement

- Family Outreach Team to support parents if required to understand the purpose of EHCP and Annual Reviews and importance of their input, via telephone conversations / home visits

The Annual Review Meeting

School chair the meeting. The purpose of the meeting is to review the EHCP.

Process:

- Teacher must bring pupil clipboard to review meeting
- Introductions. Note attendance on AR paperwork
- Check what information you have;
 - AR form
 - EHCP
 - Attendance data
 - Parent input
 - Pupil input
 - Professional reports; SaLT, Physio, VI, HI, Medical professional, social care, connexions if Y9 or above, or other.
- Discuss attendance of pupil / student. Suggest attend at start of meeting and share views before staying or leaving as appropriate. It is their EHCP. For older students particularly we really need to be involving them if at all possible
- Work through Annual Review, checking for accuracy and amendments,
- Share content of professional reports (ask professionals to deliver if present)
- Ask parents to confirm their views, or provide them if Parent Input hasn't been completed
- If there is no information provided from health or social care but people present believe there is a need, please write this on the review paperwork. If nothing is written, the SEN team will assume there are no needs, therefore no outcomes or provision required. Please note any concerns about missing information.
- Complete recommendations page on Annual Review Form

Following the Meeting

- Return folder and contents to admin team
- Explain outcome; i.e. recommend maintain or recommend amend
- Admin to follow timescales for sending paperwork to LA. This to include

- Annual Review report
- Pupil data
- Pupil questionnaire
- IEP / BSS / AaM
- Health Care Plan
- Any reports provided for meeting

Outcome

- The admin team receive amended EHCP in school, if amendments have been made
- If the EHCP is to be maintained, all school receive is a maintained letter, the EHCP then remains the same, to be reviewed again, the following year.
- The up to date EHCP is put into the folder on TEAMS
- The original document is filed

Action Required

- Any discussion / action points raised during the meeting **MUST** be followed up by class teacher / family support / school nurse / commissioned therapists
- A review of pupil provision must be carried out to ensure all staff are aware of pupil outcomes and that the provision is able to address these.
- The outcomes from the Annual Review become the focus until the amended EHCP is received in school

Funding Decisions

As Pens Meadow is allocated a resource amount per pupil placed regardless of differentiated need, SLT will meet regularly to discuss funding allocations for each pupil in accordance with school defined levels.