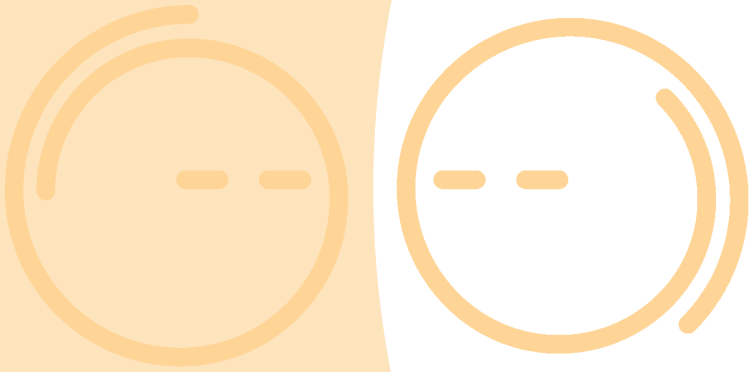


parent partnership

Special Educational Needs The Annual Review





Introduction

This booklet is for parents who have a child with a statement of Special Educational Needs.

What is the purpose of an Annual Review?

The Law says that at least once a year the school must hold a review meeting to discuss your child's achievements during the year and agree some detailed goals for the next year. This meeting is known as the Annual Review. It checks that the statement's description of your child's needs is still accurate and whether or not any changes need to be made to your child's educational provision.

Who takes part in the Annual Review?

These people must be invited to the review meeting:

- You
- Relevant teachers
- An LEA representative (if necessary)

And whenever possible or appropriate:

- Your child

Where they have been involved:

- Representatives of health services
- Representatives of social services
- Representatives of other agencies

In the year of transfer to another school:

- A representative from the receiving school

In the review that takes place in Year 9 and in subsequent reviews:

- Your child's personal adviser from the Connexions Service.

The adviser must attend the Year 9 review and they are expected to attend subsequent reviews, where appropriate.

What will happen?

The annual review has four parts:

- 1. Collection and collation of information.**
- 2. The annual review meeting.**
- 3. The school's report of the annual review meeting.**
- 4. The LEA reviews the statement.**

1. Collection and collation of information.

The meeting is held at the school.

Someone from your child's school writes to you offering a date for the annual review meeting. You should be given about two months notice of the meeting. If the suggested date is inconvenient, you should let the school know as soon as possible so that an alternative date can be arranged.

You will be invited to express your views in writing before the meeting. You can get help with this from Parent Partnership, the named LEA officer or the school itself.

The school prepares their report and, requests written reports from any other professionals who have dealt with your child, in the recent past.

In addition, the school should make sure that your child's views are recorded.

A copy of all written reports must be sent to you and all those attending the review at least two weeks before the date of the meeting.

2. The annual review meeting.

You can take a friend, relative or representative (eg. someone from Parent Partnership) to support you at the meeting, if you wish.

If you need someone to interpret or sign for you, the school should arrange this for you.

Where appropriate, your child will be invited to attend all or part of the meeting.

During the meeting, the following areas will be covered:

- Your views of your child's progress over the past year and how you think he/she can best be helped during the coming year.
- Your child's views of his/her progress over the past year and his/her hopes and aspirations for the coming year.
- Your child's overall progress over the past year in relation to his/her special educational needs; noting successes in achieving the targets set in the individual education plans and the objectives set out in the statement.
- Your child's current National Curriculum levels, especially his/her attainments in literacy and mathematics.
- Any successful strategies and any continuing difficulties.

- Any significant changes either in your child's circumstances, in his/her special educational needs or in his/her requirements for equipment, aids or access.
- Targets to be met over the coming year, should be agreed for each special educational need identified in the statement or review.

The next review will usually be in twelve months, but the meeting may feel that an earlier review would be appropriate.

The following issues should be discussed and any recommendations should be recorded, with reasons:

- Have your child's needs changed?
- The statement

Does the statement remain appropriate?

Should the LEA cease to maintain the statement?

Should it be amended? If so, why and how?

- Is your child's school placement still appropriate?
- Inclusive practice

Is your child fully included in the school community?

What does your child need, to be included fully and successfully?

Is the statement still needed to achieve inclusion?

If you disagree with anything that is said at the meeting, it is important that you say so. All opinions expressed at the meeting should be recorded so that the LEA is aware of the views of all those present.

3. The school's report of the annual review meeting.

A representative of the school prepares a report of the meeting and sets out the recommendations that were made. This is sent to the LEA within ten days of the meeting. The school must send you a copy of the report. Copies may also be given to other relevant parties, at the head teacher's discretion.

4. The LEA reviews the statement.

Although the people at the review meeting can agree recommendations, it is the LEA who makes the final decision as to any amendments to the statement. The LEA reviews the statement in the light of the report and decides on the appropriate way forward. The LEA then writes to you, with a copy to the school, informing you of the decisions taken.

What if I disagree with the LEA's decisions?

If there are any significant outcomes or amendments that you wish to discuss, you should contact the named LEA officer, normally within fifteen days of receiving the proposals.

What is a transition plan?

A transition plan is a plan that is drawn up at the Year 9 annual review; that is the first review after your child's fourteenth birthday. The transition plan pulls together information and recommendations from a number of people, for example Social Services, Educational Psychologists and the Connexions Service to form a plan for when your child leaves school and moves towards adult life.

All annual reviews held after Year 9, until your child leaves school, should include a review of the transition plan.

What will happen?

The annual review procedure is broadly the same as that described above. However, it will include input from the Connexions Service with regard to the transition plan. The Connexions Service is responsible for overseeing the delivery of the transition plan.

At the annual review meeting the following areas will be covered, in addition to those described above:

- You and your child's hopes and expectations for when he/she leaves school.
- Ways in which you can help your child on his/her transition into adult life.
- Information that you might need to help both you and your child make informed choices.
- Your expectations of how the school will play its part in preparing your child for leaving school.
- Any other special issues relating to your child leaving school.

Your child's views and your views are vital to this meeting. It is important that you express your opinions or concerns and ask for an explanation of anything that you don't understand.

(Further information on Transition Planning is available from Parent Partnership. A separate leaflet is also available).

And finally?

If you have any concerns about any aspect of the annual review, there is help available. You may contact:

- The Special Needs Co-ordinator (the SENCO) or the Head teacher at your child's school.
- The School's SEN Governor.
- Your named officer at County Hall, Aylesbury. Tel: 01296 395000
- Parent Partnership. Tel: 01296 383754



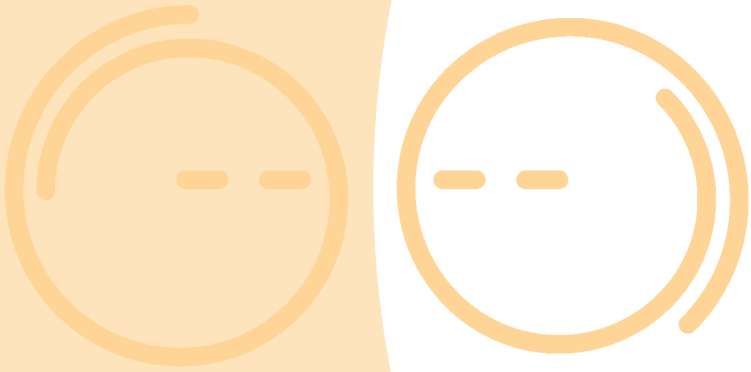
Further reading:

Special Educational Needs: A guide for parents, available from the DFES on **0845 6022260**

Code of Practice on the Identification and Assessment of Special Educational Needs, available from the DFES

School Special Educational Needs Policy

Getting Extra Help: Advisory Centre for Education (ACE) on **020 7354 8321**



اس وقت ہماری فون ہیلپ لائن پر انگریزی میں جواب دیا جاتا ہے۔ اگر کوئی انگریزی بولنے والا آپ کی طرف سے ہمیں فون کرے تو ہم آپ کے لئے ترجمان کا انتظام کر سکتے ہیں جو آپ کی اور ہماری مدد کرے گا۔

حالا میں اہماری ڈیولپمنٹس اوپر ماتر انگریجی میں ج جواب آپوا میں آوے ہے، جو تمہے انگریجی بولنار کوئی وکیتنے تمہارا وتی فون کروانوں کھی شکی تو تمہنے مدد کری شکیاے تو ماتے امہے انٹرنیٹ (ڈیویس) نی گوٹ ویش کری شکیاے۔

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working with parents