

## **EHCP Review Process at Longdendale High School**

### **What is an Education, Health and Care plan?**

An Education, Health and Care plan (EHCP) is a legal document which:

- identifies your child's special educational needs
- identifies the additional or specialist provision required to meet their needs
- identifies the outcomes (capabilities, achievements) the provision should help them to achieve
- identifies the placement (the school or college they should attend).

At Longdendale High School, if a student has an EHCP, they will have regular contact with the SEND team. This contact can be through in person contact, Teams meetings, appointments at any parents evening, telephone or email contact.

### **Review Process**

**The law requires all Education, Health and Care Plans are reviewed by the LA at least annually. This is referred to as the Annual Review at Longdendale High School.**

### **Before the Annual Review Meeting**

**Stage 1** The SENDCo or Asst SENDCo will invite parents and any relevant professionals to the meeting. Longdendale High School will usually suggest a date - but will be flexible if the parent or relevant professionals need to amend or change the date.

The young person and their family will be asked to complete a Hopes and Aspirations form and return prior to the meeting. Any professional reports required for the meeting are requested (if Longdendale High School are not already in possession of them). Invited professionals can include the young person's social worker, the Education Psychologist or SEND leads from other education placements.

Any Y11 EHCP reviews include the invitation of the young person's chosen destination Post 16 placement if decided.

Positive Steps (our careers service) meet with all Year 11 young people with an EHCP. Positive Steps are invited to all Year 11 reviews and are asked to produce a report on the young person's career aspirations.

Our aim at Longdendale High School is to complete all Year 11 EHCP annual reviews before Christmas of their last academic year.

For any Year 9 reviews, there would be an input from Positive Steps, our careers service.

**Stage 2** The paperwork in preparation for the review is sent to the Local Authority (LA) using the specific EHCP review paperwork pertinent to that LA, and to parents/carers in advance of the meeting.

The relevant LA will be invited to attend reviews where there are concerns about the appropriate nature of the placement at Longdendale High School or concerns about the transition to a new placement.

**Stage 3** The Annual Review meeting must enable full involvement of the parent, and young person and consider their views, wishes and feelings especially when making decisions.

The Annual Review is required to check all sections of the EHCP not just the educational targets and provision. It can provide an opportunity for parents and young people to request changes and updates.

The Annual Review meeting will review only finalised, agreed EHCPs. Any EHCP documents under tribunal, amendment or similar will not be reviewed at Longdendale High School until the LA has sent a finalised version.

The meeting will discuss all the strengths of the young person first. The meeting will typically last for 1 ½ hours. The meeting may be led by the SENDCo or Asst SENDCo at Longdendale High School. The meeting will take place in school or on Teams if needed.

### **After the Annual Review Meeting**

**Stage 4** After the meeting the SENDCo/Asst SENDCo will complete the Post Review paperwork pertinent to the LA - this must then be sent to the LA within 2 weeks of the review taking place.

**Stage 5** Upon receiving the report the LA has to decide which one of the 3 following options applies; 1. Should the EHCP remain unchanged 2. Does the EHCP need to be amended 3. Should the EHCP be ceased. The LA must inform the parent of their decision within 4 weeks from the Annual Review meeting. Longdendale High School SEND Team will be in contact with the relevant LA during this process.