



Parent Partnership Barnet



Annual Review of a Statement of Special Educational Needs

Supporting parents of children
with special educational needs

Annual Review of a Statement of Special Educational Needs



All pupils who have Statements of Special Educational Needs should have a formal Annual Review of this Statement. This guide is to help parents to prepare for the Annual Review and to help you to understand what to expect from the Review and anticipate outcomes.

What is the purpose of an annual review?

The purpose of the review is to make sure that at least once a year the school, Local Authority (LA), pupil, parents and all professionals involved, monitor and evaluate the continued effectiveness and relevance of the statement and the provision outlined in it.

The annual review should focus on what the child has achieved as well as on any difficulties which need to be resolved.

The annual review is a chance for all parties to say how they think the provision is working and whether any changes need to be made to the statement.

The annual review should aim:

- to assess the child's progress towards meeting the objectives specified in the statement
- to review the provision made for the child and see if it remains appropriate
- to consider the continuing appropriateness of the statement.

Who initiates the annual review?

The LA initiate the review. The Code of Practice says that:

"The LA must write to all head teachers no less than two weeks before the start of each term with a list of all pupils on roll at their school who will require an annual review meeting before the end of that term."

The head teacher initiates the review process upon receipt of this list and should:

- convene a review meeting
- prepare a review report that should be sent to the LA and parents

The head teacher must convene a meeting and must invite:

- the child's parents/carers
- a relevant teacher
- a representative of the LA
- any person whom the LA considers appropriate
- any other person the head teacher considers appropriate

When preparing for the meeting the head teacher must request written advice from the parents, the LA and teachers and circulate a copy of this to all those invited to the review at least 2 weeks before the date of the meeting.

Parents should receive copies of all reports and assessments which will be used in the review at least 2 weeks before the meeting.

If you are given additional reports on arrival, request 15 minutes to read them before the meeting begins.

Wherever possible pupils should also be involved in the process, attending all or part of the review or contributing to written reports.

What will happen at the review?

The review will normally take place in the school and should be chaired either by the head teacher or SENCO. The review should address the following points:

- the parents views of the past year's progress and their aspirations for the future
- the pupils views of the past year's progress and their aspirations for the future
- the school's view of the child's progress over the past year
- any changes in the child's circumstances
- whether current provision is appropriate to the child's needs
- what educational targets should be set for the coming year
- whether the pupil fully included within the school community and, if not, how this can be accomplished?
- if any further action is required and by whom
- whether the statement remains appropriate
- whether there are any amendments needed to the statement
- whether the LA should be recommended to cease to maintain the statement

The meeting should then make recommendations based on the above questions.

The meeting can recommend that amendments are made to the statement, that the statement should remain the same or that the LA should cease to maintain the statement.

How can you prepare for the review?

You can take a supporter with you – this can be someone from Parent Partnership Barnet or someone else of your choice. They can help you by reading through documents in advance and taking notes during the meeting.

Read all of the reports carefully. If you have not received them 2 weeks before the meeting, contact the school and ask for them to be sent to you.

Make sure that you know who everyone at the meeting is. Ask if you do not recognise anyone.

Take notes to remind you of issues you wish to raise during the meeting and tick these off as they are addressed.

Secondary Transfer/Transition

Year 5/6: The Year 5 Review should include planning for transfer to secondary school. The SENCO of the secondary school may be invited to attend the Year 5 and/or Year 6 Reviews. The LA representative will usually attend the Year 5 Review.

Year 9: A Transition Review is held to make recommendations and plans for your child's move into adult life. A representative from the Youth and Connexions Service should be present at the review.

What will happen after the review?

After the meeting, the head teacher must prepare a report which summarises the main outcomes of the review meeting and sets out educational targets for the coming year. This must be circulated to everyone who was present at the review, including the LA, parents, pupils and relevant professionals.

The LA must then review the statement in light of the report, make recommendations and convey these to the school, parents and all those invited to the review.

Within one week of making their decision about how to respond to the recommendations, the LA must send a copy of these decisions to the parties named above.

The possible outcomes of the review are that:

- the LA decides to take no action
- the LA decides to amend the statement
- the LA decides to cease to maintain the statement
- the LA decides to change the name of the school

What if you are unhappy about the outcome of the annual review?

If the outcome of the annual review is that the LA agree to cease to maintain your child's statement, you have the right to appeal to the Special Educational Needs Tribunal.

If you are unhappy about the result of the annual review for any other reason, you DO NOT have the right to appeal to the Special Educational Needs Tribunal.

If you feel strongly that the statement needs amending you should apply to the LA for a reassessment.

If you need any further advice or support please
contact Parent Partnership Barnet:

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