

ANNUAL REVIEWS

Pupils who have a Statement of Special Educational Need should have their provision and progress reviewed at least annually. For children under statutory school age Reviews will usually be held every six months. **The purpose of the review** is to monitor whether the provision set out in the Statement is meeting the pupil's needs and whether the statement is still appropriate.

One month before the Review date the school should complete the School Review Form and send a copy of this to the pupil's parents/carers with the invitation to the Review. A Parent's Contribution Form will also be sent out so that it can be completed before the Review meeting. Parents should be told that they can bring a friend, relative, or advisor to the meeting.

Other people who know about the pupil's needs will also be invited to contribute to the Review, either by attending the meeting or providing a report. Schools should also seek the pupil's views and give them the opportunity to attend if appropriate.

Two weeks before the review meeting copies of any written reports should be sent to those people who will be attending the meeting. The meeting should be held in school and chaired by the Headteacher or a teacher nominated by him/her. A teacher who knows the pupil well should also be present. At the meeting there should be a discussion of all the contributions received.

After the Review a summary of the review and recommendations for the next IEP/IBP should be prepared and sent to the Education Department and the pupil's parents/carers together with copies of the reports discussed at the Review.

The Review report will be considered by the Education Department who may decide

- To continue to maintain the statement unchanged
- To revise the statement
- To obtain further advice on the pupils needs and provision
- To propose to cease to maintain the statement

Any change to the statement may be made either through revision or re-assessment. A revision will be made when changes can confidently be made on the basis of the information at the Review. If more substantial changes need to be made this will usually be done through a re-assessment of the pupil's needs when the LEA will request new advice from all the agencies involved.

If the LEA decides that the pupil no longer requires a statement they may propose that they cease to maintain the statement. A letter to this effect will be sent to the parents/carers who will then have 15 days to let the LEA know whether they are in agreement with this course of action