

Who can I contact if I need further help or support?

- The Special Needs Co-ordinator (SENCO) at your child's School/Setting
- The Caseworker or Local Inclusion Officer at Derbyshire LEA / The Assistant Admin Officer or Inclusion & Assessment Officer at Derby City LEA
- Derby & Derbyshire Parent Partnership Service (contact details overleaf)

A fact sheet containing more detailed information about Annual Reviews is available from the address overleaf.

Parent Partnership produces other leaflets and fact sheets related to this topic that you may find useful -

- School Action / School Action Plus
- Statutory Assessment
- Statement/Note in Lieu
- Analysing a proposed statement

If you want more information about anything included in this leaflet please contact -

If you live in Derbyshire:

Parent Partnership
The Community Centre
School Board Lane
Brampton
CHESTERFIELD S40 1DD
Tel: 01246 273154 / 5

If you live in Derby City:

Parent Partnership
90 / 92 Marlborough Road
DERBY DE24 8DS
Tel: 01332 716930

Website:

www.derbyshireparentpartnership.co.uk



Annual Reviews

Free, confidential, impartial help, advice and support for Parents and Carers of children and young people with Special Educational Needs.

All leaflets available in large print and other languages.

What is an Annual Review?

The Local Education Authority (LEA) must review your child's Statement of Special Educational Needs at least every year (every six months for children under five). Early or interim reviews can be called if necessary.

The Annual Review is a meeting, normally held in your child's School or Early Years Setting. Everyone who is involved with your child is invited to attend or send written comments. The meeting will

- Record any changes in your child's circumstances
- Consider your child's progress and whether the Statement is still appropriate for your child's needs
- Set new targets for the next year to be used to update the Individual Education Plan (IEP)

It is an important opportunity for you and your child to share your views with the School/Setting and the LEA.

You can ask for support from Parent Partnership to help you to complete forms, look at reports and attend the Annual Review meeting with you.

Who will attend the meeting?

The Head Teacher will invite you, your child whenever possible, people who have worked with your child, professionals who have been involved, a representative of the LEA and anyone else you, or the Head Teacher, feels would be able to give helpful information or advice. Some people who are invited may not attend.

Will there be any paperwork?

All the people invited to the meeting will be asked for a report. Copies of reports should be sent out 2 weeks before the meeting. It will be helpful if you could complete the form which asks for your views and return it to school/setting. If possible, your child's views should also be represented.

What will happen at the meeting?

Your child's progress will be discussed and information shared. You can ask questions or ask for an explanation if you are unclear about anything that is said. You will be asked for your views, which will be taken into account and recorded.

Secondary Transfer/Transition

Year 5/6: The Y5 Review should be held, if possible, in the summer term, so transfer to Secondary School can be discussed. The SENCO of the Secondary School may be invited to attend the Y5 and Y6 Reviews. The LEA Local Inclusion Officer usually attends the Y5 Review.

Year 9: A Transition Review is held to make recommendations and plans for your child's move into adult life, involving the Connexions Service.

What will happen next?

A report of the meeting, summing up what was said and making recommendations is sent to the LEA, along with all the reports that were submitted. Everyone who went to the meeting, or sent a report will be sent a copy. The LEA will contact you to tell you if they agree with the recommendations. If there are changes in provision or placement, the LEA will consult you about amending the statement.