

If you require copies of leaflets about SEN, or further information about any aspect of your child's special educational needs, please contact Wiltshire County Council or the Parent Partnership Service (SENSS) at the addresses given below. Alternatively, visit our websites – [www.wiltshire.gov.uk](http://www.wiltshire.gov.uk) or [www.askwiltshire.org](http://www.askwiltshire.org)

### SENSS

#### ask

Elmsgate  
Edington Road  
Steeple Ashton  
Wiltshire BA14 6HP

Telephone: 08457 585072

E-mail: [info@askwiltshire.org](mailto:info@askwiltshire.org)

Website: [www.askwiltshire.org](http://www.askwiltshire.org)

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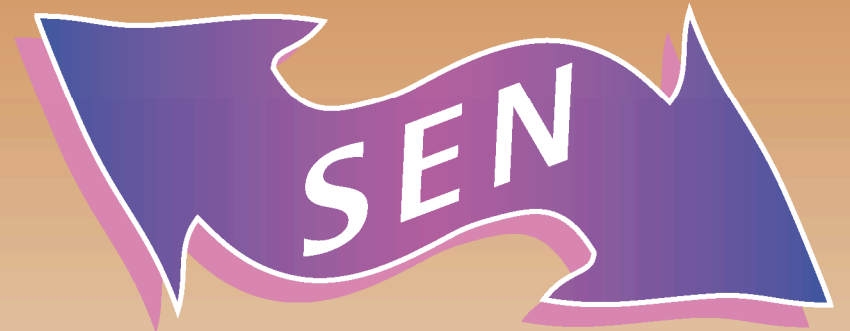
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我們可以根據您的要求使用其他形式和語言向您提供該資訊，請與顧客關懷團隊 ( Customer Care Team ) 聯繫，電話：(01225) 713000，電郵： [customer care@wiltshire.gov.uk](mailto:customer care@wiltshire.gov.uk)

Na życzenie informacja ta może zostać udostępniona w innych formatach i wersjach językowych, prosimy skontaktować się z zespołem ds. obsługi klienta, tel. (01225) 713000, Email: [customer care@wiltshire.gov.uk](mailto:customer care@wiltshire.gov.uk)

## Special Educational Needs The Annual Review

### A guide for parents/carers



## communication

This leaflet is for parents/carers of children with a Statement of special educational needs (SEN). It explains what an Annual Review is, why it is necessary and how parents/carers are involved.

### What is the Annual Review?

The law says that if your child has a Statement then 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. Your child's Individual Education Plan will be reviewed and new targets will be set. Further guidance can be found in the SEN Code of Practice.

### Who takes part in the Annual Review?

The Local Authority (LA) will tell your school that your child's Headteacher must invite:

- you – as a parent you really can make a difference to the meeting by going along and sharing your views. You may also bring along a friend or supporter if you wish
- a relevant teacher
- a representative from the LA
- your child (if appropriate)

They may also invite:

- representatives from relevant support services\* (e.g. Educational Psychologist)

### Parents and Carers – Record Sheet

People who may be involved with my child's Annual Review of special educational needs.

People	Name	Tel No
Playgroup Leader/Nursery Class Teacher		
Contact person at school (Head of Special Needs Co-ordinator)		
Learning Support Teacher/ Assistant		
Behaviour Support Teacher		
Educational Psychologist		
Medical Officer		
Speech Therapist		
Physiotherapist		
Occupational Therapist		
Social Worker		
Independent Parental Supporter (IPS)		
Parent Partnership Co-ordinator		
Education Officer		
Assistant Education Officer		
Other		

setting to everyone who attended the meeting or contributed advice to it. The report must be sent to the LA within ten working days of the date of the meeting or the end of term, whichever is soonest. If there were differences of opinion between participants at the meeting, this must be recorded in the review report.

The LA will then look at the Annual Review report in relation to your child's statement. Within one week of making a decision the LA should write to everyone with their decision as to

whether they intend to:

- maintain the statement with no amendment
- consider some amendments
- cease the statement altogether

### **What should I do if I disagree with the outcome of the Local Authority's response to the Annual Review?**

If amendments are made to the statement, the new proposed wording will be sent to you and you will have fifteen days to consider any changes to your child's Statement. If you agree, the LA will produce a final statement. If you do not agree with the changes, or would like changes that have not been suggested, you can discuss this with your named LA officer and the Wiltshire Parent Partnership Service, SENSS.

- representatives from health services\*
- representatives from social care\*
- representatives from other agencies\*

(\*where they have been involved)

The Headteacher will try to ensure that the date fixed for the meeting is convenient for those people who have had the most contact with your child.

The Headteacher may choose to delegate any of the responsibilities for SEN so it is common for the SEN Co-ordinator (SENCO) to carry out all the duties associated with Annual Reviews.

### **What happens before the meeting?**

The Headteacher will ask for reports or comments about your child which will be circulated at least two weeks before the date of the meeting. The people who will be asked to provide a report are:

- you (the school should give you a form to help with this or you can ask for help from the Wiltshire Parent Partnership Service (SENSS))
- your child, if appropriate
- your child's teachers
- anyone else who is invited to the meeting
- if your child is in Year 6, someone from their future secondary school will attend whenever possible
- any other professional working with your child (e.g. health, social care etc.)

## What should I include in my report?

It is helpful to know what you think about:

- the progress you feel your child has made in relation to his/her special needs
- the things that your child finds difficult
- what has pleased you about your child over the past year
- what you feel your child's needs are in school for the coming year
- what you think you and the school can do to help meet those needs
- anything else about your child's educational needs or about your child's circumstances that you feel the school should know

Children sometimes give their views prior to the meeting to someone in school. You can include your child's views in your report.

## Is my child involved?

Wherever possible your child should also be actively involved in the review process, attending all or part of the Annual Review meeting. They should be encouraged to give their views. You may wish to talk to the school about your child's involvement in the review process.

## What happens at the Review meeting?

The Headteacher or SENCO will chair the meeting. The meeting will normally include the following:

- your views of the past year's progress as well as the views of your child and the school
- whether the targets in the statement or those agreed at the previous annual review have been met
- setting targets for the next year
- planning the support in school and from parents to help achieve these targets
- any further action required and who will be responsible for this
- whether the statement needs amending or is no longer needed

If your child is in year 5, the Annual Review will consider the next phase of education (the move to secondary school). You can read more about this in the leaflet entitled 'Transferring to secondary school' (see back page.)

If your child is in Year 9, a transition plan will be drawn up as part of the annual review. This is updated in all annual reviews from Year 9 onwards.

## What happens next?

After the meeting the Headteacher will send the review report, which summarises all the recommendations made in the written review and in the discussions at the Review meeting, to the local authority. The report may suggest that the report needs to be amended or ceased. A copy of the review is sent by the school/