

## Annual Review Process Yeovil College (YC)

### Introduction - Statutory Guidelines:

- Annual Reviews are the responsibility of the Local Authority. Providers can send out invites etc according to the SEND Code of Practice (COP) 2015. Good practice: college to inform the Local Authority when this will be
- Invites must be sent out at least two weeks (ten days before the annual review) according to the SEND Code of Practice (COP) 2015 and Children and Families Act (CAF) 2014
- Views forms should be sent out before the review according to the SEND Code of Practice (COP) 2015.

### Introduction - Best Practice at YC:

- **In the summer/ start of term one:** draft Annual Reviews (ARs) dates are scheduled (at least one year from the date of the previous review, unless it is called early), EHCP calendar is created, and access given to CAMs
- Invites sent to learners, parents, professionals and the Local Authority
- The purpose of planning in advance is for effective meetings to take place so Curriculum Area Managers (CAMs) can ensure Study Programme Manager (SPMs) teachers or support staff attend the meetings.
- These designated staff are able to provide feedback on progress and have a good understanding of the learner's needs and how they are met, impact of support and provision, as they know the learner well.
- **From September 2025:** AR's invites in the summer/ the start of the new academic year will include view forms and stipulated date to return them to the college SEND (Inclusion) Team, which will be at least six weeks before the review date. This will give time to ensure that they are ready prior to the meeting and sent back to the invitees ten-fifteen days prior to the meeting (along with a reminder of the pending meeting). Annual Review (AR) draft dates will also be planned in up to three months before the annual review date, to allow for some leeway of date changes to suit the needs of learners/ their parents etc.

### Scheduling - Statutory Guidelines:

- Any collated views and progress information to be collated to be sent out at least two weeks before the review according to the SEND Code of Practice (COP) 2015.
- Where these are not available, they can be discussed at the review.

### Scheduled - Best Practice at YC:

- A reminder will be sent out within ten - fifteen days before the review with completed 'view forms' attached (where available)
- Additional information will be collated for the meeting such as baseline assessments, mark book and progress reviews (where available)
- This information can be used when completing the professional view form and should include observations about how needs are being met and progress in subject areas and any barriers to learning (needs)
- Current information can be found on the support tabs on Pro Monitor which includes, outcomes, needs, strengths, provision, and teaching & learning strategies.
- YC staff will be expected to include in the report what you currently observe or anything specific to their subject area.

### Aim of the Review - Statutory Guidelines:

- The aim should be to review the key parts of the EHCP: EHCP outcomes - linked in the setting outcomes they are working on, strengths and needs and the provision/ teaching and learning strategies.
- Consideration must be given to how appropriate the EHCP Outcomes are
- Views of the learner and other key stakeholders should be included. (SEND Code of Practice (COP) 2015).

### Aim of the Review - Best Practice at YC:

The review will follow the following structure:

- 1) Introductions/attendees. 2) Views (What is going well, any issues/changes or what is not going so well and next steps). 3) If any attendees are not there - explain why and share their views. 4) All views will be read and further information sought. 5) How views are collated may need to be individualised. 6) During the review: the outcomes, strengths & needs and teaching and learning strategies that are used to support the learner in class will be discussed, reviewed and updated (by all attendees). These are linked back to the EHCP. These are determined during transition work/ at baseline and wherever possible, the learners, parents and professionals have contributed to this and updated on an ongoing basis (assess-plan-do-review). 7) The One Page Profile will be shared. 8) Review Health and Social Care and Personal Budget/ Tarvel arrangements if relevant
- **From February 2025:** the EHCP will be RAG rated based on progress so far and how outcomes are being met. This will be available to view with the annual review (with a before and after version)

### After the Review - Statutory Guidelines (SEND COP 2015):

- **A report with recommendations should be sent within ten working days after the review** (sometimes this is not possible, if the setting is waiting for an EHA etc to be done as a result of the review or any key evidence that came up as a result of the review - and needs to include this before sending).
- **The LA will then decide if the EHCP:** should remain unchanged 2. needs to be amended 3. should be ceased.
- **The LA will then inform the YP/parent of the decision. There is then an appeal process if needed.**

### Following the review – Best Practice at YC:

- The Annual Review form will be sent / uploaded to the portal if there is one, with evidence. It will include suggested updates to the EHCP, agreed actions and next steps (inc. more funding or change of placement etc).
- See notes on time frames - should be ten working days, with some exceptions.

### Evidence - – Best Practice at YC:

- Views. Progress information i.e. Markbook or Progress Reports (where this is available - professional views and the meeting support review notes also review progress)
- The meeting support review notes, which show the reviewing and updating of Outcomes, Strengths & Needs and Provision/ Teaching and Learning Strategies
- **From September 2025:** the meeting notes and the RAG rated EHCP (before the review and after the review) will be sent with the annual review report to all attendees (to show changes - progress).