

# Annual Review Meeting Checklist

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| **Name:** | **Date of Birth:** |
|  |
| **Preparation** |
| **Checklist Items** | **Yes** | **No** | **Comments** |
| Date agreed with parents/carers | [ ]  | [ ]  |  |
| Room booked  | [ ]  | [ ]  |  |
| Local authority informed | [ ]  | [ ]  |  |
| Other practitioners invited | [ ]  | [ ]  |       |
| Chair designated from setting | [ ]  | [ ]  |       |
| **Eight weeks before the meeting** * send out parent/carer’s views form
* arrange completion of child/young person’s views form
* complete educational advice/updated reports
* consider and seek where relevant additional advice/reports and make requests
 | [ ] [ ] [ ] [ ]  | [ ] [ ] [ ] [ ]  |  |
| **Three weeks before the meeting,** chase up views forms and updated reports if they haven’t been received | [ ]  | [ ]  |  |
| **At least two weeks before meeting,** send copies of completed views forms and advice to all invitees and LA | [ ]  | [ ]  |       |
| Consider whether amendments/additions to EHCP and one page profile are required | [ ]  | [ ]  |        |
| Consider which outcomes are relevant | [ ]  | [ ]  |       |

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| **During Meeting** |
| **Checklist Items** | **Yes** | **No** | **Comments** |
| Are there any queries relating to the information that was circulated before the meeting? | [ ]  | [ ]  |  |
| Are additional advice/reports required? | [ ]  | [ ]  |       |
| Discuss any major amendments/additions to existing EHC Plan and one page profile and record any changes on the documents. An amended EHCP will only be issued for major changes. | [ ]  | [ ]  |       |
| Check progress on achieving the outcomes and devise new outcomes where relevant. Long Term outcomes should be revised during the year before transferring to the next key stage.From Year 9 onwards, reviews should be based around Preparing for Adulthood.For Year 11, consideration should be given to the outcomes/support required for Post 16 provision.Make sure the outcomes are linked to the young person’s needs and getting them closer to their goal and aspiration in life and are not school curricular targets. They can focus on social skills, independence skills but not linked to Maths and English school targets.  | [ ]  | [ ]  |       |
| **Conclusion** |
| **Checklist Items** | **Yes** | **No** | **Comments** |
| Complete ‘Annual Review Meeting record’ form  | [ ]  | [ ]  |  |
| **Within 2 weeks** of the meeting return completed paperwork and supporting documents (including amendments) to SEND Team senteam@gateshead.gov.uk . When an increase in support or change in provision has been recommended at the review, please make that clear in the Meeting record | [ ]  | [ ]  |       |
| Ensure all actions on checklist are complete | [ ]  | [ ]  |       |
| Consider setting the next review date  | [ ]  | [ ]  |  |