

## What is an Annual Review?

If your child has a Statement of Special Educational Needs (SEN), the Local Authority must check your child's progress and that the statement is still meeting your child's needs.

Your child's school will arrange a meeting at least every twelve months (six months if your child is under 5) but an interim review meeting may be arranged if you or the school have particular concerns.

### What is the purpose of the meeting?

- To monitor and review your child's progress towards achieving the objectives set out at the beginning of Part 3 of the statement.
- To monitor and review all of the statement in relation to your child's progress.

### What happens before the meeting?

You will receive a letter from your child's school inviting you to the annual review meeting and asking for your views on your child's progress.

Your letter will also include a list of people who will be invited to the meeting. They will be people who are involved with your child and, depending on your child's needs, may include:

- Your child's Class Teacher
- An Educational Psychologist
- A Learning Support Assistant
- A Speech & Language Therapist or Physiotherapist
- A school doctor or nurse
- A Social Worker

Please remember that your views are very important and you should do your best to attend the meeting. It will help your child's teachers if you tell them:

- Your views on your child's progress over the last year.
- Your child's views on his or her progress.
- What progress has pleased you.
- What still concerns you.
- Anything significant which might have affected your child's progress and what progress you hope to see during the coming year.

The school will give copies of all the reports they have received to everyone attending the meeting. This should be done at least two weeks before the meeting.

### What happens at the meeting?

You can take a friend, a relative or your parental supporter to the meeting, if you wish. Your son or daughter should also attend for at least part of the meeting. Their views on their own progress in the past year and their hopes for the future, are very important. In the meeting all parts of the statement need to be read and reviewed.

Everyone will consider:

- how far the objectives in your child's statement and the targets on the Individual Education Plan have been met
- the new targets for the coming year.
- whether the statement is still required.
- If there are any significant changes required to any parts of the statement, recommendations need to be supported by evidence from appropriate professionals and recorded in the minutes.

### **What happens after the meeting?**

The school will write down your child's new targets and send a report of what was discussed at the annual review meeting to the local authority . They will also send a copy to you.

The local authority will:

- decide whether to make any changes to your child's statement.
- write to you and your child's school with their decision.

### **What can I do if I don't agree with the changes to my child's statement?**

- The local authority will ask you to tell them if you are not happy about any changes they propose to make to your child's statement.
- You can ask for information about disagreement resolution and your right to appeal to the Special Needs Tribunal.
- You can ask for impartial help and advice from the parent partnership service

If you would like help, please contact:

 **SN-IP** [www.snipnorthants.org](http://www.snipnorthants.org)

**Special Needs - Informed Parents**

Springfield, Cliftonville,  
Northampton, NN1 5BE  
Tel: 01604 636111

or Fairlawn Centre, Spring Gardens  
Wellingborough, NN8 2AA  
Tel: 01933 271673

Fax:01604 630283

e-mail: [contact@snipnorthants.org](mailto:contact@snipnorthants.org)

This information can be made available in other languages and formats upon request.