

PLANNING THE REVIEW

We would suggest you start planning the review at least **8 weeks** before it is due to take place

Arrange the date – You should invite all the professionals that are involved with the pupil but think about who really **NEEDS** to attend, the EP, SEND Officer? If the pupil is transferring phases you will need to invite the SENCo from the receiving school – you will need to contact those who need to attend to arrange a mutually convenient date and of course check the date is ok for the parents.

Invitations sent out - Once the date has been arranged you need to notify the Local Authority of the date and send out invitations to everyone involved with the pupil and invite them to provide a report to contribute to the review. Including the parents and the pupil.

Circulating reports - When the reports have been received you need to circulate them to everyone that is invited to the review. This should be **at least 2 weeks** before the review is due to take place

The Review Meeting - Annual Review takes place and AR1 form is completed

Sending paperwork to the Local Authority - AR1 and accompanying reports should be sent to everyone that was invited to the review **within 10 working days or by the end of the term**, whichever is sooner

Local Authority receives the paperwork - LA considers the recommendations made by the Headteacher following the Annual Review, this will take **up to 6 weeks**, depending on amendments requested and whether case needs to go to one of our fortnightly panels

Local Authority makes it's recommendation – LA writes to all those professionals involved with the child to notify of this recommendation.
THE REVIEW IS NOW COMPLETE.

Please note – the **next** Annual Review will be completed when the next recommendation is issued by the Local Authority, which should be within 12 months of the completion of the last Annual Review