

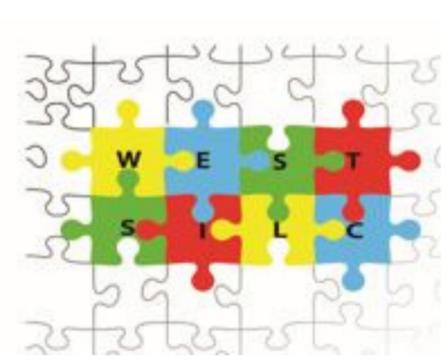
# Annual Review Process Guide

## WEST SILC



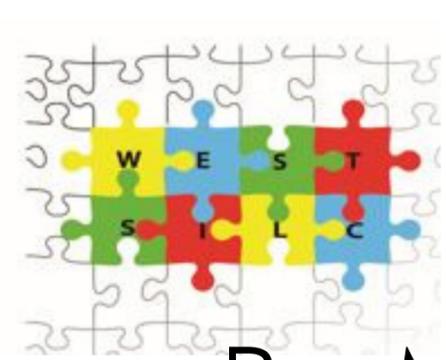
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- The review process (including legal timeframes)
- Check list for before the review meeting
- Annual Review paperwork
- What happens in the review meeting?
- Outcomes, provision, and small steps
- EHCPs - The Golden Thread (Intent, Implementation, impact)



## SEND Team

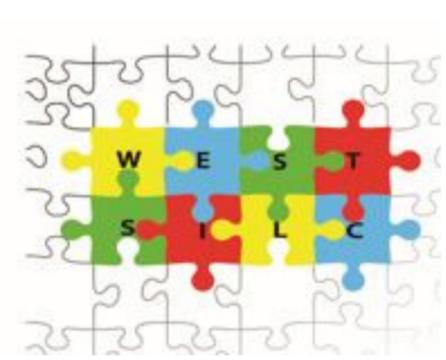
- Shirley Smith – SEND and Assessment Manager
- Sarah McLaughlin – SENDCO / Assistant Principal
- Sarah Moles – SEND Support Officer
- Susan Chant – SEND Support Officer



## Pre-Meeting Timeline (Best Practice & Statutory Guidelines)

### 6 Weeks Before the Review Meeting

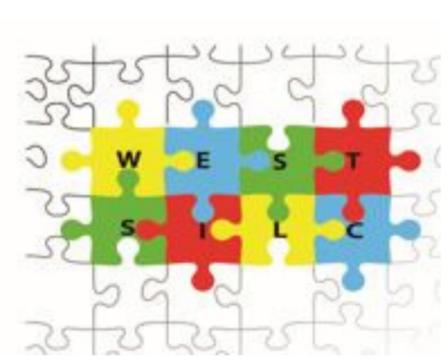
- SEND Manager ensures all teachers are informed of their annual review dates at the start of the academic year.
- Relevant staff are notified/reminded, and planning begins.
- The SEND team liaises with the Local Authority (LA) to confirm review requirements.
- Send invitations to: Parents/Carers, Relevant Professionals
- An invitation letter is uploaded to the LA via the Synergy Gateway.
- Annual Review forms are distributed to teachers with a clear deadline for completion.
- SEND team notify supply for intended cover.



## Pre-Meeting Timeline (Best Practice & Statutory Guidelines)

### 4 Weeks Before the Review Meeting

- Teachers submit completed review paperwork to the SEND team.
- The SENDCO quality-assures submitted paperwork within two weeks and requests any necessary adjustments.

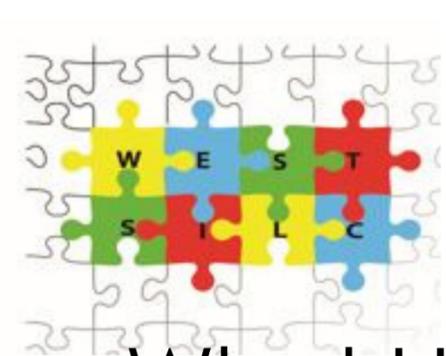


## Pre-Meeting Timeline (Best Practice & Statutory Guidelines)

2 Weeks Before the Review Meeting

SEND Team:

- Share the presentation with all attendees.
- Circulate submitted reports and relevant documents to class teacher, parents and other attendees.
- Clearly outline the meeting's purpose and structure.

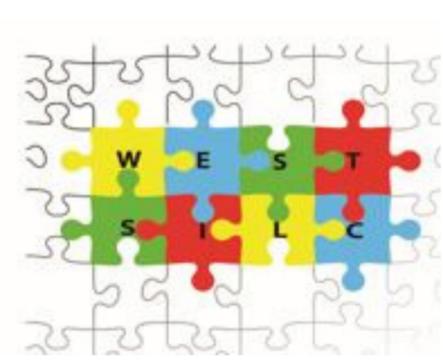


## What Happens During the Annual Review?

- The SEND team will present a visual overview (powerpoint) of the outcomes being reviewed.
- The class teacher chairs the meeting; a SEND team member will take minutes.
- Review EHCP small steps and discuss proposed new outcomes (if applicable).
- Agree on any amendments to the EHCP.
- Seek parental permissions for platforms such as Evidence for Learning.
- Celebrate achievements (follow pathway guidance).
- Share pupil voice document (Learners attend where appropriate)

### Focus Areas:

- Non-Transition Year Groups: Review outcomes only.
- Transition Year Groups: Review the entire EHCP.



## After the Annual Review Meeting

- Class teacher updates Section F (for new outcomes)
- The SEND team updates outcomes on Evidence for Learning (E4L)
- Class teacher creates the new 'small steps' within 2 weeks of the outcome being added to E4L
- Class teacher to inform SEND team when small step is created and SENDCO will quality assure. Class teacher can then baseline the small step
- The SENDCO reviews the completed paperwork. Once quality assured, the SEND team:
  - The SEND team finalises and updates on EFL
  - SEND Manager sends the final paperwork to parents/carers and the Local Authority