

AGENDA FOR ANNUAL REVIEW MEETINGS (Head Teacher's version)

The following notes have been provided as an aide-memoir for the chairperson.

The Head Teacher's Report of the Annual Review Meeting and Recommendations (ref. Appendix 7.2.6) has been designed to follow the Agenda to facilitate recording, the numbering of the sections in the Report corresponding to the Agenda items. Pre-population of this Report with known information and data in readiness for the meeting will further serve to support the proceedings.

Copies of the current statement, but not the appendices, will be required for all attendees.

1. Welcome and introductions

- Introduce and welcome everyone to the meeting. Please note that the child is expected to attend the review or part of it.
- Circulate the attendance sheet (ref. section 1.4 in the HT's Report) for completion. If attendees are encouraged to record their address it will save the school time and ensure they receive a copy of the report promptly).
- Explain the purpose of the review, this is written on the Information and Agenda for Annual Review Meetings (ref. Appendix 7.2.5.2) for circulation at the meeting.
- Confirm with the parents that all the details in Part 1 of the statement (front cover) are correct.
- Confirm written contributions to the review. (NB Where reports that have not been circulated in advance are to be tabled at the meeting, these should be made available before the start to facilitate reading).

2. Review of progress since the statement was issued / last reviewed

There should be discussion of reports and written advice, in an order that promotes the inclusion of the child or young person as fully as possible. The following areas need to be addressed (ref. section 2 in the HT's Report):

- actions agreed at the last AR (ref. 2.1 in the HT's Report)
- attainment (ref. 2.2 in the HT's Report):
 - review progress according to the appropriate Key Stage. (NB The format used in the HT's Report is designed to provide a summary of key data including that from the previous AR)
 - review other assessments e.g. standardised tests
- views and reports (ref. 2.3 in the HT's Report):
 - the child/young person's views
 - the views of the parents
 - other relevant contributions
- the pupil's progress towards meeting each of the overall objectives in Part 3 of the statement (ref. 2.4 in the HT's Report). The HT's Report requires a judgement to be made about progress and the guidance in the CoP at 6:49 has been reproduced for reference on the form.

3. Review of Part 2 (Special Educational Needs) of the statement

Review whether there are any **significant** changes to the pupil's needs which may require the statement to be amended (ref. section 3 in the HT's Report).

4. Review of Part 3 (Special Educational Provision) of the statement

- Following the earlier consideration of progress towards achieving the objectives in the statement (ref. 2.4 in the HT's Report), it will be important to check on their continuing appropriateness and whether any changes are advised. The reasons for any changes will need to be provided in the HT's Report (ref. 4.1).
- Consider whether any changes are advised to the educational provision in order to meet the child's needs and the objectives e.g. requirements for equipment, aids and access. The reasons and supporting evidence for any changes will need to be supplied in the HT's Report (ref. 4.2).

5. Review of Part 4 (Placement) of the statement

Whilst the issues clearly need to be handled sensitively, it is nevertheless important to consider:

- whether the child is ready to be included in a mainstream environment (ref. 5.1 in the HT's Report)
- whether there is a need to consider alternative specialist provision (ref. 5.2 in the HT's Report)
- future provision at phase transfer reviews.

NB Schools cannot make named recommendations but can specify a placement type.

6. Review of related plans

- If the young person is in Y9 or above the TP needs to be prepared or reviewed (ref. 6.1 in the HT's Report).
- If the child is 'looked after', confirmation is needed that the school has a current Personal Education Plan. This should be reviewed if the AR and LAC review meetings are linked together (ref. 6.2 in the HT's Report).
- If the child has a Health Care Plan, this should be reviewed. NB A review of medication arrangements should be undertaken where the child has routine medication, even if there is no Health Care Plan (ref. 6.3 in the HT's Report).

7. Planning for the next twelve months

- Priority target areas **must** be set for the next twelve months (or whatever period is appropriate). The priority target areas can be translated into precise (i.e. SMART) targets shortly after the meeting (ref. 7.1 in the HT's Report).
- Consideration also needs to be given to whether the child is successfully included within the school and the wider community and whether any further actions are required to accomplish this (ref. 7.2 in the HT's report).

8. Review of travel arrangements

Review the appropriateness of the child's travel arrangements (ref. section 8 in the HT's Report).

9. Recommendations and action points from the Annual Review meeting

- There will be a need to draw together the recommendations and action points already discussed and to consider outstanding matters. Section 9 in the HT's Report provides a comprehensive listing of what needs to be covered.
- Statements do need updating from time to time and amendments are likely to be recommended if:
 - **significant** needs recorded on the statement are no longer present or **significant** new needs have been identified
 - **significant** changes to the provision are required to meet the child's changing needs and the targets specified at the AR meeting or to reflect that objectives have been achieved
 - there is a need to consider a change of school e.g. when the child's needs would be more appropriately met in a different specialist school or a mainstream school.

It should be made clear that, whilst the meeting may agree recommendations, the LA will make the final decision on whether to make any amendments to the statement or, where appropriate, to cease to maintain it.

- When considering action points (ref. 9.3 in the HT's Report) the meeting should agree who is responsible. If it is agreed to refer to an external agency, the HT should take the lead with appropriate LA consultation.
- It is important that differing opinions are recorded so that the LA is aware of the views of all those present at the meeting (ref. 9.4 in the HT's Report). If the recommendations of the meeting are not consistent with all the written advice, this should also be recorded (ref. 9.5 in the HT's Report).

10. Date of the next Annual Review meeting

The next review will usually be in twelve months. If it is agreed that there is a need for an earlier review, this should be recorded within the recommendations (ref. 9.3 in the HT's Report).

Before ending the meeting, parents should be advised what happens next i.e. that a report of the meeting and recommendations will be sent to the LA and everyone invited to the AR. The LA will then give consideration to the recommendations. This is covered in the footnote on the Information and Agenda for Annual Review Meetings (ref. Appendix 7.2.5.2).