

INFORMATION AND AGENDA FOR ANNUAL REVIEW MEETINGS

PURPOSE

The main purpose of the Annual Review is to make sure that at least once a year the parents, the pupil, the Local Authority, the school and all the professionals involved monitor and evaluate the continued effectiveness and relevance of the provision set out in the statement.

The meeting will focus upon the progress which has been made over the last year, the plans for the next twelve months and the continuing appropriateness of the statement.

AGENDA

- 1. Welcome and introductions**
- 2. Review of progress since the statement was issued/last reviewed**
- 3. Review of Part 2 (Special Educational Needs) of the statement**
- 4. Review of Part 3 (Special Educational Provision) of the statement**
- 5. Review of Part 4 (Placement) of the statement**
- 6. Review of related plans**
- 7. Planning for the next twelve months**
- 8. Review of travel arrangements**
- 9. Recommendations and action points from the Annual Review meeting**
- 10. Date of the next Annual Review meeting**

AFTER THE REVIEW MEETING

Following the meeting a report and recommendations will be prepared. The report will be signed by the Head Teacher and copies sent to the Local Authority and everyone invited to the Annual Review. This will be carried out within 10 days or by the end of the school term, whichever is the sooner.

The Local Authority will then consider the report and recommendations and decide whether to make any amendments to the statement or, where appropriate, to cease to maintain it. Although the Annual Review meeting can agree the recommendations the final decision will rest with the Local Authority. Within one week of making its decision the Local Authority will inform the Head Teacher, the parents and anyone else considered to be appropriate.