

**Guidance for Completing the**

**West Sussex County Council**

**Education Health & Care Plan (EHCP)**

**Annual Review Setting and Meeting Report for Early Years Phase 0-5 years**

1. The ***yellow sections of the form* *represent the Setting report***and should be completed before the meeting. The form should then be sent to those attending the meeting and these sections will form the setting report section of the form.

Please distribute *2 weeks before date of Review*

1. ***Please complete all other sections during the meeting.*** *If not applicable, please state, e.g. N/A*
2. *The sections in yellow are completed before the meeting and these may also be added to at the meeting to record further discussion.*

The following guidance describes what needs to be included in each section

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 Please complete personal details and setting specific details.

Attendance may be discussed in more detail in Section 5. This may be of importance when transferring to Primary School.

Complete the priority status box at the end of the meeting. Please note that if you require additional funding or change of placement you will need to contact the Planning Co-ordinator directly as detailed in the relevant box.

Red indicates that there are actions which need to be completed by SENAT. Green means there are no actions to be taken by SENAT.

1. Introductions
* Complete the names of all the people invited to and attending the meeting
* Please tick the 3rd column if a report has been provided. These reports should be uploaded to the online form with the Annual Review setting and Meeting Report.
* Please give **dates** of involvement of any professionals
1. Aspirations for the future
* This is an opportunity to have a discussion with Parent/Carer and Child around their dreams for the future. These could be short term hopes for the next few weeks/months or longer term goals looking further into the future. It could be going to swimming lessons, building friendships, communicating with trusted adults and peers.
1. Actions from last meeting
* **If this is not the first Annual Review** please look at the last AR paperwork and detail any actions from the last meeting and what the outcome was. If it is the first AR you may want to look at actions from when the child started at the setting and how these actions have helped.
1. What is working well?
* If the child is in a pre-school setting this can be completed before the meeting and the child may be supported to contribute to this section before the meeting, but all views should be discussed at the meeting.
* Complete this section giving a summary of:
1. General comments about what is working well from the point of view of all those listed as having been involved with the child
2. Things would be better if…
* If the child is in a pre-school setting this can be completed before the meeting and the child may be supported to contribute to this section before the meeting but all views should be discussed at the meeting. This might be something that they would like to be able to do or have help with in the future.
* Complete this section giving a summary of:
1. General comments about what would be better if…
2. Any barriers to learning/meeting the outcomes on the EHCP
3. Please address any questions the Parents/carers would like answered in this section.
4. Progress towards the Outcomes identified in the EHCP and outcomes for the coming year.

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| **When completing the next section please take account of the following** |
| 1 - Assess | 2 - Plan |
| How were the needs of the pupils assessed? What has worked well for them over the last year? What are main areas of concern? What data and information do you have to evidence this? | Over the last year what support and intervention ideas were considered? What interventions were put into place for this child /young person? How were the child and parents involved in this plan? |
| 3 – Do | 4 - Review |
| How many of the planned support sessions did the child / young person engage with? What adjustments needed to be made over the year? | What impact have these interventions made to the child / young person’s progress? What are the view of the parent and child? |

DO NOT NEED TO COPY THE OUTCOMES FROM THE EHCP. PLEASE USE THE E1, E2, E3, E4 REFERENCES.

* Detail progress towards the outcomes in each section of the EHCP. Please look at the outcomes on the EHCP and those agreed at the previous Annual Review.
* Detail the support given for each outcome e.g. SALT programme,
* Include next steps and changes to support.
* These outcomes should reflect where the Child would be hoped to be by their next Annual Review, i.e. in a years’ time.
* The outcomes should enable the child to make progress towards the longer term outcome in the EHCP.
* The outcomes should be SMART (Specific, Measurable; Achievable; Realistic; Time-bound)
* Following the meeting, the Year outcomes should then be broken down into smaller steps to provide target on an ILP (Individual Learning Plan) or pupil passport or similar document that you use for the setting.
* These should then be reviewed at the following Annual Review.

SECTION 6 SHOULD BE DISCUSSED WITH THE PARENTS/CARERS AND CAN BE ADDED TO DURING THE DISCUSSION AT THE ANNUAL REVIEW MEETING. The outcomes should be agreed at the meeting.

1. Academic Achievements
* Please detail where the child is against the EYFS criteria.
1. Other Achievements
* Please detail other achievements in the child’s life
* Attitudes to learning: they may be inquisitive, supportive of others, practical, observant
* Developing independence: they may have learned to swim, ride a bike, use IT equipment, feed themselves.
* Community inclusion and relationships: describe their friendships, if they belong to any clubs or groups, or if they regularly see family or friends.
* Understanding a healthy lifestyle: what do they know about healthy eating, exercise, being resilient, talking about their feelings?
* Special Interests: You can detail here any particular talents, special interests or aptitudes.
1. Changes to Pupil’s SEN
* Please list any changes to SEN and provide reports to support this.
* This may also include details where a child has met their outcomes and new long term outcomes need to be added or where they no longer require an EHCP. Again evidence to show how an outcome has been achieved, or requires amendment, also needs to be provided.
1. Health Care Needs
* Record discussion points and note any amendments to the Intimate Care, Health Care and Manual Handling Plans if required e.g. new medication, a change in health needs which does not directly affect their education, hospital visits, etc.
* It may be useful to attach a Care Plan to the meeting report form.
1. Social Care Needs
* Record discussion points and note any amendments required on the EHCP.
* Social Care need is an important conversation to have, it is more than ‘do you have a social worker?’ It is about the support a child/family has outside of the setting and it is explaining to parents what is available to them.
1. Funding and Personal Budgets
* Please ensure you complete the funding box if you are in receipt of additional funding and the reasons for this to be maintained.
* Personal budgets advice is available on the Local Offer: [Personal Budgets WS Local Offer](https://westsussex.local-offer.org/information/3-ehc-plans#update:-personal-budgets)
1. Transition Arrangements
* Outline any transition plans, including actions and timescales, for transfer to a new setting or to Primary School.
* Invite a representative of the receiving setting to the Annual Review whenever possible so that questions around transition can be answered and included in the report
1. Additional Comments
* Record any point of discussion which do not fit anywhere else on the form.
1. Summary
* Complete this section fully before returning the form to SENAT
1. Actions
* Detail actions and their timescales and who will complete the action from the discussions during the meeting.

If you have completed a person centred Annual Review using other ways of recording please complete the form and create another document for photographs and upload this to the online form as well. *e.g. you may want to identify their likes and dislikes by letting them post pictures of activities into boxes with smiley and sad faces and video this recording the discussion taking place.*

As part of the meeting you may want to signpost parents to the Local Offer in order to access services and information including activities for their child to take part in.

**Finally, sign and date the form. Please ensure you have completed the Priority Status box on Page 1.**

**This then needs to be uploaded (along with all other relevant documents) to our online form on the Local Offer under ‘Annual Reviews’ within 2 weeks of the meeting**.