

**Guidance for completing the**

**West Sussex County Council Education Health and Care Plan (EHCP)**

**Annual Review Setting and Meeting Report for Secondary Phase and Post 16 age 11-25**

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.

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 AR setting and meeting report.
* ***Please give dates of involvement of any professionals*** ***since the last Annual Review***

1. Aspirations for the future

This is an opportunity to have a discussion with Parent/Carer and Young Person 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 and linking to the PfA headings of: community engagement, increasing independence, employability and staying mentally and physically healthy

1. Actions from last meeting

Please look at the last AR paperwork and detail any actions from the last meeting and what the outcome was.

1. What is working well?

* Providers ***should*** complete their section before the meeting but their views should be discussed at the meeting.
* Please complete this section giving a summary of:  
  General comments about what is working well from the point of view of all listed

1. Things would be better if…

* Providers ***should*** complete their section before the meeting, but their views should be discussed at the meeting.
* Please 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 Parent questions at this point

|  |  |
| --- | --- |
| **When completing the next section please take account of the following** | |
| 1 - Assess | 2 - Plan |
| How were the needs of the student 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 young person?  How were the young person and their parents involved in this plan? |
| 3 - Do | 4 - Review |
| How many of the planned support sessions did the young person engage with?  What adjustments needed to be made over the year? | What impact have these interventions made to the young person’s progress? What are the views of the parent and young person? |

1. Progress towards the Outcomes identified in the EHCP and outcomes for the coming year

* D

YOU 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
* Detail the support given for each outcome e.g. SALT programme, precision teaching, mentoring. (A costed provision map will still be required for secondary aged students)
* Include next steps and changes to support.
* These outcomes should reflect where the Young Person would like to be by their next Annual Review, i.e. in a years’ time.
* The outcomes should enable the young person to make progress towards the longer term outcome in the EHCP.
* The outcomes should be SMART (Specific; Measurable; Achievable; Realistic; Time-bound)
* The ***forthcoming years outcomes*** ***should then be broken down into smaller steps to provide target on an ILP*** (Individual Learning Plan) or ***Pupil*** passport for secondary aged students and linked to agreed learning goals for young people aged 16+
* These should then be reviewed at the following Annual Review.

***SECTION 6 SHOULD BE DISCUSSED WITH THE YOUNG PERSON AND THEIR 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 complete using your school/college tracking data but please explain the system you use.

1. Other Achievements ***(Years 7 and 8 only)***  
   ***Please detail other wider achievements successes in the Young Person’s life***

* Attitudes to learning - they may be inquisitive, supportive of others, practical, observant
* Developing independence - they may have learned to swim 10m, can ride a bike, can make toast, can use IT equipment etc.
* Community inclusion and relationships - describe their friendships, if they belong to any clubs or sports groups, if they have done any charity work.
* 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. Preparation for Adulthood ***(Year 8 and above)***  
   ***These areas can be populated before the meeting and additional information added at the meeting to record any further discussions:***

* Learning and development what is happening with option choices, ideas regarding next steps (after Y11), what? which level? where? and reasons for these choices, support required to fulfil these aspirations and how the school/ college will provide this and progress towards this since the last Annual Review. If at college, please ensure you provide the course title and level they will be moving on to the following year.
* Employability – identify the young person’s aspirations for employability or meaningful/purposeful activities post education, support required to fulfil these aspirations and how the school/ college will provide this and progress towards this since the last Annual Review. (This encompasses activities, work placement and volunteering which the Young Person may participate in after education as well as paid employment)
* Independent living - identify the young person’s aspirations for independent living, what they can currently do, support required to fulfil these aspirations and how the school/ college will provide this and progress towards this since the last Annual Review
* Community inclusion - identify the young person’s aspirations for independent living, what they can currently do, support required to fulfil these aspirations and how the school/ college will provide this and progress towards this since the last Annual Review
* Staying physically and mentally healthy – describe the young person’s current levels of physical and mental health, any formal diagnoses, support required to fulfil these aspirations and how the school/ college will provide this and progress towards this since the last Annual Review

10. Travel Arrangements

* Please complete the travel arrangements section as fully as possible.
* Please ensure you explain the reasons for the current arrangements to be maintained or provide details of how this needs to be updated.
* When thinking about independent travel please consider the following examples: travelling on different transport with parents (e.g. bus, train, etc); being picked up at the bus stop near their house; building up walking distances.
* **Please note that limited assistance with transport may be available after Yr 11. This has to be applied for, eligibility checked in accordance with the Post-16 Transport policy and a charge may apply.**
* WSCC offers a travel scheme, whereby a young person can take advantage of a free Disabled Person’s bus pass for travel for those who are eligible. See WSCC Disabled Persons’ bus pass details on the WSCC website regards eligibility and evidence required. A pass will usually last for 5 years. For those unable to travel unaccompanied a Companion Pass is also available; details are available on the same website.
* <https://www.westsussex.gov.uk/roads-and-travel/travel-and-public-transport/bus-and-coach-travel/bus-passes-and-discounts/free-disabled-persons-bus-pass/#apply-for-a-free-bus->

11. Changes to Pupil’s SEND

• Please list any changes to SEND and provide reports to support this.  
 • This may also include details where a young person 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.

12. Health Care Needs

***Please record any 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.

* ***Please attach and submit current Individual Health Care Plan to the Annual Review docs***
* ***Please complete the question: Does the YP attend their Annual Health Check with their GP?***

13. Social Care Needs

* Please 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.

14. 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)

15. Additional Comments

* Record any point of discussion which do not fit anywhere else on the form.

16. Summary

* ***Please complete this section fully before returning the form to SENAT/the Preparation for Adulthood Team***

Transition Arrangements / Transition Plan - Outline any transition plans, including actions and timescales, for transfer to a new education setting. This will be especially useful for children and young people who are in Years 11 and 13

17. Actions

* ***Please detail all agreed actions and their timescales and who will complete each action.*** These will have arisen 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.***

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

* ***Finally, please sign and date the form and ensure you have completed the priority status box.***
* **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**.