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| **ANNUAL REVIEW CHECK LIST** |

Please complete this checklist and ensure that all the following documentation is sent **within 2 weeks of the meeting** via email to: **SEN Support:** SENSupportTeam@westsussex.gov.uk and copy in your planning co-ordinator

.or **uploaded via the Local Offer Annual Review Online Form**

(**NB All paperwork must be uploaded from 1.4.17**)

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| --- | --- | --- |
| **Name of Child/ Young Person** | **Educational Setting** | **Date of Birth** |
|  |  |  |
| **Reports included in Annual Review** | | *Tick once included* |
| Annual Review Setting Report\* | |  |
| Annual Review Meeting Report\* | |  |
| Provision Map with costings\* | |  |
| Parent Views\* i.e. booklet | |  |
| Pupil Views\* i.e. booklet | |  |
| Professionals Report (E.g. SALT, EP, OT, Soc Com, LBAT)  *Please list those included here:* | |  |
| ILP/Pupil Profile\* | |  |

\* Indicates mandatory fields which must be included.

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| **Please answer the following questions, highlight as appropriate…** | | |
| Are there any changes required to the EHCP/Statement? | Y | N |
| Does the EHCP/Statement need to be ceased? | Y | N |
| Is there a request for additional resourcing?  (Please include costed provision map and request form) | Y | N |
| Is there a request for change of placement? | Y | N |

Additional Comments: E.g. why paperwork not returned within 2 weeks.