Guidance for Completing the Annual review Post 16 Meeting Report

Please complete the personal information as this allows the SEN Assessment Team (SENAT) to ensure they save the paperwork to the correct File of the Young Person and also allows them to ensure all contact details are up to date. If you are aware that the address or contact details have changed in the past year, please indicate what has changed.

Section 1: Introductions

This is the point where you introduce all the people at the meeting and record if they have attended and if they have provided their views/report. It can also allow apologies from those unable to attend but who may have provided written feedback for the meeting.

Section 2: Plans for the future

Part of the SEND Code of Practice 2015, this section is a chance to discuss plans for the future for the Young Person. This can be represented in any way the Young Person would like to record it and may involve plans for the next week, month or year or further into the future. This section also needs to be handled sensitively as they may have a life limiting condition or it may not be appropriate to discuss this.

This section is important as it allows the Young Person to forward plan and for all those involved in supporting them to have a clear idea of the direction they would like to take. It allows for forward planning and to manage education decisions and to manage expectations.

Section 3: What is working well?

Please ensure you have copies of all documents available: Setting report; other professionals reports; last annual review paperwork; copy of EHCP.

Discussion should be based around reviewing the progress made towards the outcomes in the EHCP and what has worked well over the last year and what they feel is currently working well for them. It should also detail significant progress and achievements. This will be used to inform future planning.

Comments should be recorded on the form.
**Section 4: Things would be better if?**

Again all documents should be referred to during this section.

Discussion should allow for reflection about which sections of the EHCP are not being met or how things could be improved in areas where the Young Person feels things could be improved. It may also be the time where issues are raised in order to plan future provision or to discuss how needs can be met in a better way to ensure the best outcomes for the Young Person.

**Section 5: Outcomes**

Please record outcomes against each section of the EHCP. These outcomes should be SMART (Specific, Measurable, Achievable, Realistic, Timebound) and should reflect the views of the Young Person and advice from the setting and professionals. The outcomes should be for where the Young Person will be in a years time.

Please ensure you use specific language, e.g. ‘will be able to’ rather than ‘continue to develop’.

**Section 6: Current and future provision**

Please provide details in this section of how the Young Person is being supported and how they will be supported in the year going forward.

This could include a timetable/list description of provision

If the Young Person receives High Needs Funding please include details of how this is spent.

**Section 7: Changes to Young Person’s SEN**

Please include details of where outcome in the EHCP have been met and may need to be amended or where a plan needs to be ceased.

**Section 8: Travel Arrangements**

Please include details of any transport arrangements.

**Section 9: Health Care Needs**

Record discussion points around any health care needs and note any amendments to the intimate care, health care and manual handling plans.

It may also be appropriate to detail plans for teaching the Young Person to manage administering their own medication.
Section 10: Social Care Needs

Please note any social care needs and points of discussion in the meeting.

Section 11: Personal Budgets

Please complete the table by answering the questions. If a PB is not being requested please tick the appropriate box.

Section 12: Transition Arrangements

This section should be detailed in the setting report and discussed at the meeting to ensure all are in agreement. The plan should make reference to Preparation for Adulthood (Employment, Independent Living, Community Inclusion, Health)

Section 13: Additional Comments

Please enter any other discussion points in this section including additional outcomes not recorded in the EHCP or new outcomes to replace outcome which have been met.

Section 14: Summary

Please tick the appropriate boxes.

With regard to the box which says ‘Should the Local Authority continue to maintain the EHCP?’ you may tick ‘yes’ when a Young person is leaving education at the end of the year. If this is the case please add a note detailing that this will only be until the end of the academic year.

The copy of this report, together with all the relevant other documents should be uploaded via the online form within 2 weeks of the date of the meeting. The form can be found from the West Sussex Local Offer.