

**Guidance for completing the West Sussex Annual Review Meeting Report**

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 sent to SENAT with the AR paperwork.
1. Hopes and Dreams
* This is an opportunity to have a discussion with Parent/Carer and Child/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.
1. What is working well?
* Complete this section giving a summary of:
1. General comments about what is working well from the point of view of all listed
2. Progress made towards outcomes on the EHCP
3. Things would be better if…
* 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. Outcomes
* The outcomes listed here should refer to the outcomes on the EHCP
* These outcomes should reflect where the Child/Young Person would like to be by their next Annual Review, i.e. in a years’ time.
* The outcomes should enable the child/young person to make progress towards the longer term outcome in the EHCP.
* The outcomes should be SMART (Specific; Measurable; Achievable; Realistic; Timebound)
* The Year outcomes should then be broken down into smaller steps to provide target on an ILP (Individual Learning Plan) or passport.
* These should then be reviewed at the following Annual Review.
1. Current & Future Provision
* Please provide details of support and interventions and the impact of these.
* This section may also detail input from professionals/outside agencies.
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/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.
1. Travel Arrangements
* Please detail any travel arrangements
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.
1. Personal Budgets/Direct Payments
* 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 education setting this will be useful for children and young people who are in Years 5 & 6, thinking about being ready for secondary and **from Year 9 Onwards the focus should be on the *Preparation for Adulthood Outcomes*; employment; independent living; community inclusion; health.**
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.

Finally, sign and date the form.

**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**.