

10th September 2018

	For Action	For Information	Meeting
To: Headteachers of all schools		✓	
Copies to: SENCO	✓		

Dear Colleagues,

New SEN EHCP Annual Review Paperwork for mainstream settings

I write to provide information regarding the updated Annual Review Paperwork which will be completed for mainstream settings from September 2018. The paperwork is available on the Local Offer for schools to access here:

https://westsussex.local-offer.org/information_pages/48-annual-review-paperwork-forms

Please note the main changes:

- The meeting and setting report have been combined into one document. Yellow sections, which form the report from the setting, can be completed before the Annual Review Meeting and distributed to those coming to the meeting 2 weeks beforehand. These sections can be added to during the meeting to record further discussion, and all other sections should be completed during the meeting.
- The cover sheet has also been incorporated into the form so this will no longer need to be completed separately.
- There are 3 forms for different age phases: Pre-school ages 0-5; Primary Phase ages 4-11; Secondary and Post 16 Phase ages 11-25. You will only be required to complete one of these forms.
- There are some new sections including the Finance section and Other Achievements section.
- The Transport section has been extended
- There is guidance for each of the documents.
- There is a new form for Parents/Carers to complete and this also comes with guidance.

Settings will still be required to upload all documents via the online form on the Local Offer within 2 weeks of the meeting.

Training will be available in the autumn term for completing the paperwork. Our Special Needs Officer's will be in contact directly with their allocated schools to provide further information and training.

Yours sincerely

JO HILL

Service Manager, SEN Assessment Team