

# EHC PLAN ANNUAL REVIEWS

## DECISION FACTSHEET

### EHC PLAN ANNUAL REVIEWS

EHC Plans are reviewed every year. This is to make sure:

- The plans accurately describe a child or young person's needs; and
- The right support for them is in place.

The child or young person's school, nursery or college arranges the annual review in most cases. They will ask relevant professionals to attend or send up to date information about the child or young person. After the review meeting, they send a report with recommendations to us (the local authority). They need to do this within two weeks.

### DECISION MAKING

When we receive an annual review report it is considered by our SEND Statutory Assessment and Review Service (SENDSARS). There are three possible outcomes to the annual review process:

- 1) The EHC plan is suitable as it is. (EHC Plan is maintained).
- 2) The EHC plan needs updating. (EHC Plan is amended).
- 3) The EHC plan should be ended as the child or young person no longer needs the specialist support it provides. We consult the young person, family and education provider about this. (EHC Plan ends).

### IF YOU DISAGREE WITH A DECISION

Please contact us if you disagree with a decision or would like further information. We will do our best to resolve issues. We are happy to discuss things in further detail.

**SEND Statutory Assessment and Review Service  
Moorfoot, Floor 5, Sheffield, S1 4PL**

 **0114 273 6394**

 **SENDAssess&Review@sheffield.gov.uk**

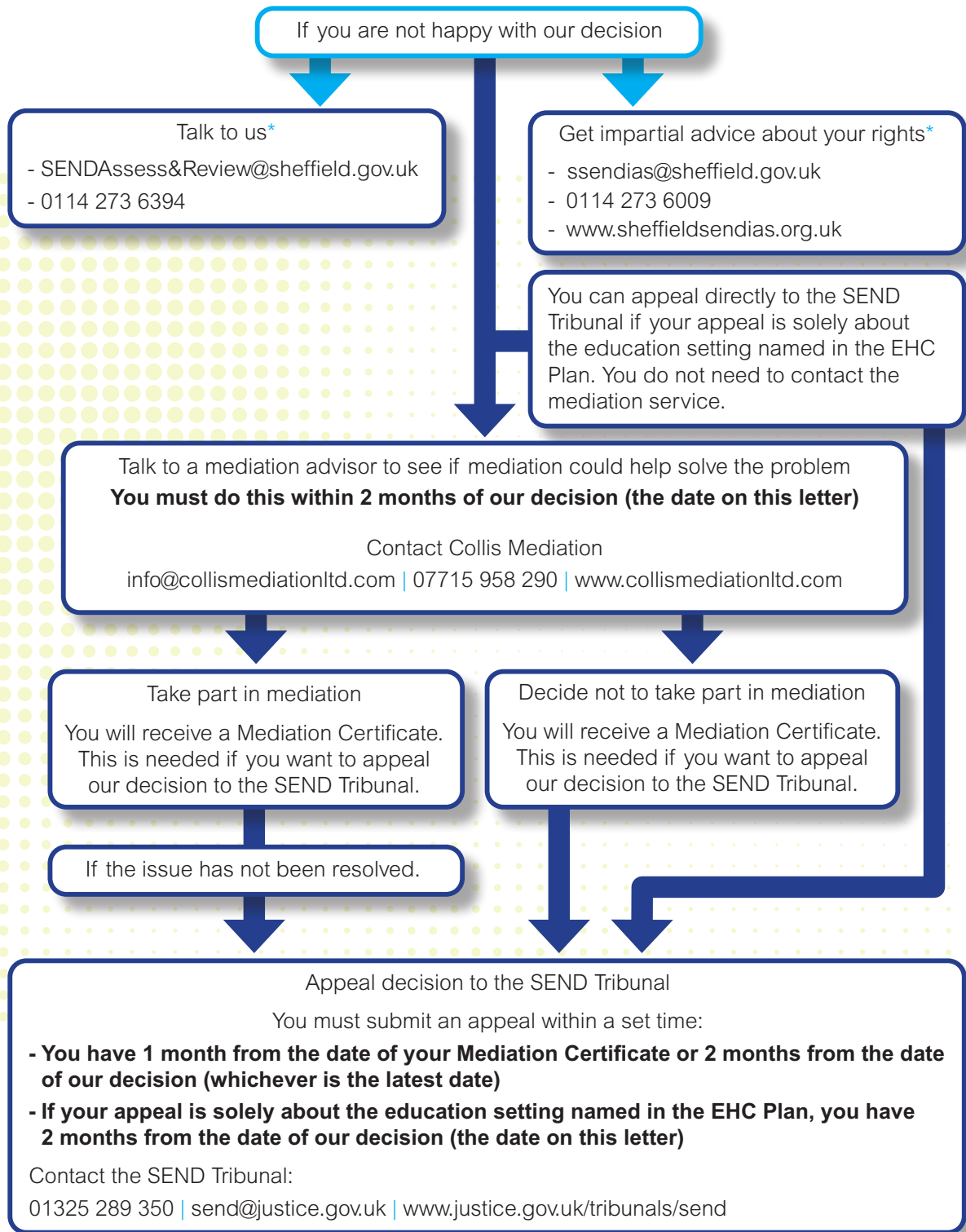
You also have the right to mediation and to appeal the decision to the SEND Tribunal.



# MEDIATION AND THE SEND TRIBUNAL

You have the right to mediation and to appeal to the SEND Tribunal if you do not agree with our decision.

**You have two months from the date at the top of this letter to make an appeal.**



## ABOUT MEDIATION

Mediation is an informal way of trying to settle a dispute. It is free of charge. It generally involves a meeting between you, us and an independent mediator who will try and help us all reach agreement. You can bring someone with you if you would like support during the

meeting. Other people may also attend, such as someone from your child’s school, college or other setting.

\* You do not need to speak to us or SSENDIAS before contacting mediation or the SEND Tribunal. But we recommend it as we may be able to help.

## SEN DISABILITY INFORMATION, ADVICE AND SUPPORT SERVICE

If you disagree with a decision, you may also want to speak to Sheffield's SEN Disability Information, Advice and Support Service (SSENDIAS).

This is a statutory service which offers impartial, confidential information, advice and support to:

- Children and young people (0-25 years old) with SEND
- Parents and carers of children with SEND

The service provides support on a range of topics. This includes the EHC Plan process and:

- Explaining the rights of children, young people, parents and carers
- Discussing options and the pros and cons of each
- Supporting people to make a complaint or to take part in disagreement resolution, mediation and tribunal appeals

 **0114 273 6009**

 **ssendias@sheffield.gov.uk**

 **www.sheffieldsendias.org.uk**

## SUPPORT FOR YOUNG PEOPLE MOVING INTO ADULTHOOD

Visit [www.sheffield.gov.uk/adultsocialcare](http://www.sheffield.gov.uk/adultsocialcare) for help and advice about becoming independent and staying safe and well as an adult.

Information about moving from children's to adult's social care is available at: [www.sheffield.gov.uk/movingtoadultcare](http://www.sheffield.gov.uk/movingtoadultcare)

## SHEFFIELD'S LOCAL OFFER

More information about the support and services for children and young people with special educational needs and disabilities in Sheffield is available on the Local Offer website: [www.sheffielddirectory.org.uk/localoffer](http://www.sheffielddirectory.org.uk/localoffer)

The Local Offer covers:

- Education, learning and training
- Childcare
- Things to do
- Advice and information
- Help with caring
- Transition to adulthood
- Health and wellbeing
- Money matters
- Getting around

