Annual Review Meeting held

Date: ______________

Within 10 school days of the meeting -
School send their report and supporting information
to the Local Authority (LA) and parents

Date by: ______________

Within 4 weeks of the meeting the LA makes
their decision to;
• Maintain the EHC plan in its current form
• Amend the EHC plan or
• Cease the EHC plan

Date by: ______________

If the LA’s decision is to;
• Maintain the EHC plan in its current form or
• Cease the EHC plan
Then the parents are informed of this in writing
along with details of their right of appeal

If the LA’s decision is to amend the
EHC plan then they must start the
process of amendment without delay
[This is likely when school consultations
will be sent, if a request for alternative
placement is made]

The LA then issue a notice outlining the
amendments they propose making to
the EHC plan – parents must be given
at least 15 calendar days to put
forward their views on the contents of
the EHC plan/proposed amendments

Once the LA have considered the parents views on the
plan/proposed amendments, if they decide to continue to
make amendments they must issue the amended EHC plan
within 8 weeks of the original amendment notice. If they
decide not to make the amendments they must notify the
parent, explaining why, within the same time limit

Parent is informed of their right of appeal in writing
alongside the amended EHC plan/notification the
local authority have decided not to amend the plan