

## **EHCP Review Process at Rayner Stephens**

### **What is an Education, Health and Care plan?**

An Education, Health and Care plan (EHCP) is a legal document which:

- identifies your child's special educational needs
- identifies the additional or specialist provision required to meet their needs
- identifies the outcomes (capabilities, achievements) the provision should help them to achieve
- identifies the placement (the school or college they should attend).

At Rayner Stephens, if a student has an EHCP, they will have regular contact with the SEND team. This contact can be through in person contact, Teams meetings, appointments at any parents evening, telephone or email contact.

### **Review Process**

**The law requires all Education, Health and Care Plans are reviewed by the LA at least annually. This is referred to as the Annual Review at Rayner Stephens High School.**

### **Before the Annual Review Meeting**

**Stage 1** The SENCo or ASENCo will invite parents and ant relevant professionals to the meeting. At Rayner Stephens High School will be usually suggest a date- but will be flexible if the parent or relevant professionals need to amend or change the date.

The young person and their family will be asked to complete a Hopes and Aspirations form and return prior to RSHS. Any professional reports required for the meeting and are requested (if RSHS are not already in possession of them). Invited professionals can include the young person's social worker, the Education Psychologist or SEND leads from other education placements.

Any Y11 EHCP reviews include the invitation of the young person's chosen destination Post 16 placement if decided.

Positive Steps (Careers service) meet with all Year 11 EHCP young people. Positive Steps are invited to all Year 11 reviews and asked to produce a report on the young person's career aspirations.

Our aim at Rayner Stephens High School is to complete all Year 11 EHCP annual reviews before Christmas of their last academic year.

**Stage 2** The paperwork in preparation for the review is sent into the Local Authority (LA) -using the specific EHCP review paperwork pertinent to that LA, and parents/carers in advance of the meeting.

The relevant LA will be invited to attend reviews where there are concerns about the appropriate nature of the placement at RSHS or concerns about the transition to a new placement.



**Stage 3** The Annual Review meeting must enable full involvement of the parent, and young person and consider their views, wishes and feelings especially when making decisions.

The Annual Review is required to check all sections of the EHCP not just the educational targets and provision. It can provide an opportunity for parents and young people to request changes and updates.

The Annual Review meeting will review only finalised, agreed EHCPs. Any EHCP documents under tribunal, amendment or similar will not be reviewed at Rayner Stephens until the LA has sent a finalised version.

The meeting will discuss all the strengths of the young person first. The meeting will typically last for 1 ½ hours. The meeting may be led by the SENCo or ASENCo at Rayner Stephens. The meeting will take place in school or on Teams if needed.

### **After The Annual Review Meeting**

**Stage 4** After the meeting the SENCo/ASENCo will complete the Post Review paperwork pertinent to the LA and this paperwork has to be sent into the LA within 2 weeks of the review taking place.

**Stage 5** Upon receiving the report the LA has to decide which one of the 3 following options applies.  
1. Should the EHCP remain unchanged  
2. Does the EHCP need to be amended  
3. Should the EHCP be ceased  
The LA must inform the parent of their decision within 4 weeks from the Annual Review meeting. Rayner Stephens SEND Team will be in contact with the relevant LA during this process.