



Annual Review



If your child has a statement of special educational needs it will be reviewed annually or sometimes earlier if, for example, there are changes to your child's circumstances. Your child will develop and change and the Annual Review provides an opportunity for you, your child, the LA, and others to see how your child is progressing.

What to expect at the 12 month review of your child's SEN Statement

The Head Teacher / SENCO of the school that your child attends is responsible for arranging an Annual Review Meeting and this is usually held at the school.

You will be informed in writing of the review meeting and invited to attend, along with the teacher, the Educational Psychologist, an officer from the Local Authority, and any other health or social services representatives involved.

You may invite your Parent Partnership Representative to go with you, or anyone else who you choose. You may also consider whether it is appropriate for your child to attend for at least part of the time.

Most Local Authorities or schools provide Annual Review paperwork that guides you to think about and write down what you would like to discuss during the meeting.

The Annual Review happens in 4 stages;

Stage 1

The Head Teacher or someone acting as a representative for the Head Teacher, as the Head Teacher does not always attend, will ask everyone involved with your child for written reports.

These will be circulated to those attending the meeting at least 2 weeks before. They will include yours and your child's views of the progress made over the past year. The written advice will be used as the basis of the review meeting discussions.

Stage 2

The review meeting will:

- Look at the progress towards the objectives set out in the statement
- Review the provision
- Set new targets for your child
- Identify any new or changing needs
- Consider if the statement is still meeting the needs of your child

This is your opportunity to voice any concerns which you and/or your child may have or to request alternative provision.

Stage 3

The Head Teacher or SENCO must prepare a written report summarising the main issues discussed at the review and any recommendations about the provision for the coming year. The report will recommend whether or not the statement should be amended, maintained or ceased. The report is sent to the LA within 10 working days or the end of term whichever is sooner. A copy of the report will also be sent to you.

Stage 4

On receipt of this report the statement will be reviewed and any necessary changes made to the statement will be discussed. If the statement is changed you will be notified of any proposed changes and asked for your comments. A proposed amended statement will be issued.

If you are unhappy or dissatisfied with the changes made in the amended Statement you can appeal to the Special Educational Needs Tribunal Wales (SENTW)

Other details

The recommendations from the Annual Review before a change of school, nursery to primary, primary to secondary, or change of school at any time are important in helping to decide your child's future school. The LA must change part 4 of the statement by 15th February in the year your child is due to change schools.

You know your child best

All families have legitimate concerns about the provision and support for their children; this is particularly so when they have complex needs. As families you know your child best.

In addition children and young people with Special Educational Needs have a unique knowledge of their own needs and circumstances and have their own views about what sort of help they'd like and what they'd like to achieve in the future.



About SNAP Cymru

SNAP Cymru delivers Parent Partnership Services in Wales and offers accurate information, impartial advice, support and key-workers for families of children and young people who have, or may have, Special Educational Needs and or a Disability. The SNAP Cymru service is free, confidential and impartial. SNAP Cymru also provides a formal disagreement resolution service and independent issue based advocacy for children and young people.

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