EHCP annual review checklist

An EHCP must be reviewed at least once every 12 months. Use this checklist to prepare, take part and follow up.

At least 2 weeks before the meeting

- [ ] You have been invited, and reports and advice have been sent to you
- [ ] Re-read section B (needs) and section F (provision). Mark anything out of date, missing or vague
- [ ] Check the support in section F has actually happened. Ask for records of sessions
- [ ] Summarise your diary for the year: patterns, hard days, what helped
- [ ] Gather your child's views
- [ ] Write the changes you want, in the exact wording you would like in the plan

At the meeting

- [ ] Note who attended
- [ ] Make your top three points first
- [ ] Ask: what exactly will be done, by whom, how often, and how we will know it is working
- [ ] Agree actions with names and dates
- [ ] Ask when the notes and any proposed changes will be sent

After the meeting

- [ ] Send a short email the same day confirming what was agreed
- [ ] School sends its report to the council within 2 weeks of the meeting
- [ ] The council tells you within 4 weeks whether it will keep, change or end the plan
- [ ] If changes are proposed, you have 15 days to comment
- [ ] If you disagree with the final decision, get advice about appeal rights quickly

Moving school next year?

- [ ] For a move between school phases, the plan should be amended by 15 February (31 March for moves into post-16)

General information about the usual rules in England, not legal advice. Check the dates in your council's letters. Free, independent advice: IPSEA (ipsea.org.uk) and your local SENDIASS service.