**Cheshire East Information Advice and Support Service**

**(CEIAS)**

**Quick Guide to Annual Reviews of EHCP’s**

* The Annual Review process is statutory and must take place within 12 months of the last review. For 0-5 years a review should take place every 3-6 months.

**There are several steps to the AR process:**

* 4 weeks prior to the meeting the setting must gather any relevant information and reports.
* 2 weeks prior to the meeting the host must invite the relevant people including parents, child, or young person also a representative from the LA and if appropriate health and social care representatives and circulate all advice/ reports gathered.
* 2 weeks after the meeting the setting must prepare and send a report to the LA.
* 4 weeks after the meeting, the LA must notify the parents/YP as to whether they plan to cease, maintain, or amend the plan.
* If the plan is to be amended the LA must send the proposed amended and this must then be finalised within 8 weeks.

You will be given the right to appeal if you disagree with any decisions made following the annual review.

**Further detailed information can be accessed on the links below:**

[**www.ceias.cheshireeast.gov.uk**](http://www.ceias.cheshireeast.gov.uk)

 [The annual review process | (IPSEA) Independent Provider of Special Education Advice](https://www.ipsea.org.uk/the-annual-review-process)

 [Annual reviews of EHC Plans (cheshireeast.gov.uk)](https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/education/supporting-send-in-education/ehc-assessments-plans/annual-reviews-of-ehc-plans.aspx)