

Education Health Care Plan (EHCP) Review Process

Summer term :

Review schedule organised for next academic year.



Four weeks prior to review date :

DRAFT review document created and pre-populated. Document saved to review folder for teacher to complete by set deadline.

DHT informs teacher of time and deadline of completion of paperwork – EHCP review document, pupil views, review targets and set new targets and EHCP learning journey.

Associated medical professionals and other professionals are contacted for reports / updates.



Admin staff record receipt of any medical / professional responses and reports and save them in pupils' review folder.

Reports are distributed to class teacher.



Two weeks prior to review date :

Parents are contacted and informed of date and time of review. New appointment is organised if date and time not suitable.

MS Teams meeting link sent to all invited to review meeting.

DHT and HT check DRAFT paperwork.

DRAFT paperwork emailed to parents to read and a copy is saved to pupil review folder.



Following review meeting :

Teacher updates the DRAFT paperwork to a FINAL document to include pupil views and parent views and any further updates and reports received.

DHT checks FINAL review document.

Headteacher approves and signs the review paperwork.

Review paperwork is scanned and saved in pupils' review folder.

Parents are emailed a copy of the FINAL review paperwork. Parents are given three days to share any further information with school.

After three days document is emailed to the Local Authority.

Local Authority to respond to parent as to whether an amendment to the EHC Plan is required or not, cc'ing in Hollywater. All Local Authority responses to pupil EHC plans are saved in pupils review folder and distributed to Headteacher and class teacher.