

EDUCATION, HEALTH & CARE (EHC) PLAN REVIEWS

A YOUNG PERSON'S GUIDE



What is an EHC Plan Review?

An EHC Plan Review is the process of reviewing and updating your EHC Plan*. EHC Plan Reviews take place at least once a year.

A key part of the review is a meeting to talk about your progress towards the outcomes in your EHC Plan, decide if the EHC Plan needs to be amended, or if it still needed. It also involves gathering information about you and your needs and reviewing your support to ensure it keeps helping you.

After the meeting, your school/college will write a report with details of what was discussed – you and/or your parent/carer will get a copy.

Your views are a very important part of the review – it is your EHC Plan and it is important that you are involved in decisions that affect you.

*Your EHC Plan is a document that contains information about your education, health and social care needs and the support you need to meet them. It also contains outcomes – targets that you will work towards.

How do I give my views?

Someone at school/college will give you a form or PowerPoint presentation to fill in before the meeting. Just put down what you think, there is no right or wrong thing to say. If you don't want to use the form or PowerPoint, you can use plain paper or email your views instead.

You will also be able to give your views and ask questions at the meeting. The thought of attending and giving your views may feel a bit overwhelming. It may help to think about what you want to say beforehand, perhaps noting down anything you want to say.

Can I have support?

Yes. Someone at school/college can help you with filling in the form or creating your PowerPoint presentation, or you might want a friend or family member to help you. It is fine to ask them to help you. If you want, you can bring along a friend or family member to support you at the meeting.

Who is invited to the meeting?

Your school/college will invite people to the meeting. They will invite you, your parent/carer, a teacher and a Casework Officer from the council's SEN Service. If you have support from people in health or social care, they should be invited too. Not everyone invited to the meeting may be able to attend, but they may send a written report.

What happens BEFORE the meeting?

Your school/college should let you and/or your parent/carer have a copy of the views /information people have sent in for the review at least 2 weeks before the meeting, so that you have time to read and think about it. This may not always be possible if the meeting has been scheduled at short notice or is an emergency review.

What happens AT the meeting?

At the meeting, the EHC Plan and the information sent in for the meeting, including your views, will be looked at and discussed. A key part of this will be talking about your progress towards the outcomes in your EHC Plan and whether changes are needed to the EHC Plan. What is going well and not so well should also be discussed. If you are in Year 9 or above, the meeting will also have a strong focus on preparing you for adulthood (things like earning and learning, being independent, being healthy and doing things with family, friends and in the community).

What happens AFTER the meeting?

Within 2 weeks of the meeting, school/college will let everyone invited to the meeting have a copy of the EHC Plan Review report (this is a document with details of all the things discussed at the meeting). The report will also be sent to the council's SEN Service, who will read it and decide if the EHC Plan needs amending or if you still need an EHC Plan. They will write to you and/or your parent/carer to let you know their decision and give you their contact details in case you need to discuss anything. The decision should be made within 4 weeks of the meeting, but this may not be possible if the SEN Service does not receive the report in time.

If you have any questions about your EHC Plan or review, you can speak to staff at your school or college. You can also contact the Special Educational Needs Service (the service that maintains your EHC Plan) at: special.needs@nottinghamcity.gov.uk or on (0115) 87 64300.

There is also a service called Ask Us that provides information and support about special educational needs and disability matters to young people, as well as to their families/carers. Their website is: www.askusnotts.org.uk. You can contact them at: askus@futuresforyou.com or on 0800 121 7772.

Other Useful Information:

The Local Offer website (www.nottinghamcity.gov.uk/localoffer) is the place to find all information about services and support available to young people with special needs and their families. It includes information about education, leisure, social care and health services up to the age of 25, to help you make informed choices.