

A powerful say for parents, carers
and their children with special
educational needs and disabilities

hackney
parent
partnership
service

your child's annual review meeting

Reviewing your child's
progress over the past year



www.learningtrust.co.uk

The Learning Trust must check your child's progress and make sure that your child's statement continues to meet their special educational needs. They must review your child's statement at least once a year, but they can review it more often if they think it is necessary.

The annual review is in four parts:

- Collecting information.
- Holding an annual review meeting.
- The headteacher's* report of the annual review meeting to The Learning Trust.
- The Learning Trust's review of the statement.

Your child's school will write to you, telling you the date of the review meeting and inviting you to attend. Before the meeting, the school should ask you to send in your views on your child's progress over the past year.

The school, Hackney Parent Partnership Service, a voluntary organisation or a parents' group can help you give your views.

The school may also ask for the written views of other professionals who know and work with your child. Before the review meeting, the school should send you copies of all the reports they have received.

Try to read through the papers before the meeting and write down any questions you may have.

The review meeting will normally be held in your child's school. You can take a friend, adviser or an independent parent supporter to the meeting. **It is very important that you are there.** Your view may be different from that of the school.

* (the Headteacher has the responsibility, but usually delegates this to the Special Educational Needs Co-ordinator)

The Annual Review is your chance to give your views about your child's statement, including the choice of school, and about progress being made.

Do you think the objectives set out in the statement are being met?

Your child should be able to go along for at least part of the meeting. Their views on progress in the past year, and hopes for the future, are important too.

Your child's teachers will have set targets for your child soon after the statement was first made. These may be set out in an individual education plan for your child. This will help everyone at the meeting to look at your child's progress over the year and to agree new goals for the year ahead. The meeting will look at any written reports that have been provided and at your child's statement, and will see if it needs changing in any way.

Don't be embarrassed to ask questions and give your opinion.

After listening to everyone's views at the review meeting, the headteacher or their representative, (usually the SENCO) will send a report to The Learning Trust recommending any changes that the people at the meeting (including you and your child) felt should be made to the statement.

The school should send you a copy of their report. The headteacher* must write to The Learning Trust within 10 working days of the meeting or by the end of term, whichever is sooner.

An annual review may lead to changes in your child's statement. For example, changes may be made if:

- Your child's needs have changed a lot.
- The Learning Trust decides that different kinds of extra help are necessary.
- Your child has to move to a different school.

If The Learning Trust proposes to make any changes as a result of the recommendations, they will write to you and ask you what you think.

Whilst the Trust may suggest changes at any time of the year, changes are most likely to be made after an annual review. If you disagree with The Learning Trust's changes to your child's statement, you have a right of appeal to the Special Educational Needs and Disability Tribunal.

If you need more information, to ask some questions, or just to discuss it, please telephone the Case Manager responsible for your child's case.

Hackney Parent Partnership Service also offers advice, information and support to parents of children with special educational needs, including access to independent advice and support.

How long does a statement last?

Your child could have a statement for the whole of their school career, or for just a part of it. Through the Annual Review of your child's statement, The Learning Trust may decide that your child can continue to make good progress with the extra help that an ordinary school can provide. If they do decide this, they can stop your child's statement. This is called **ceasing to maintain** a statement.

If The Learning Trust wants to stop your child's statement, they must write and tell you, giving their reasons. If you disagree, you should tell them. If The Learning Trust then stops the statement and you still disagree, you can ask for the disagreement to be sorted out informally and, at the same time, you have a right of appeal to the Special Educational Needs and Disability tribunal (SEND).

The Learning Trust will stop the statement if your child leaves school after Year 11. If your child stays on at school, The Learning Trust may keep the statement until they are 19 or until the end of the school year, to make sure they can complete a course.

Can I ask for my child to be assessed again?

Even if your child has a statement, you and your child's school can ask for a new statutory assessment. The Learning Trust must agree to a new assessment unless.

- Your child has been assessed in the last six months or
- They do not agree that another statutory assessment is needed.

The Learning Trust will decide whether a new assessment is needed in just the same way as when they first decided to assess your child, but they will also consider whether there have been any significant changes in your child's life or special educational needs. The Learning Trust will tell you whether they have decided to re-assess and if not, the reasons. If you disagree with that decision, you can appeal to the Special Educational Needs and Disability tribunal. Hackney Parent Partnership Service can help with this.

Transition reviews

The annual review in Year 9 is particularly important in preparing for a child's move to further education and adult life.

This review can involve all those people and organisations who will play a major role when your child leaves school. This will include the Connexions Service and could also include Hackney Social Care. This review will not only consider your child's targets and statement, but will also discuss a **Transition Plan** for your child's move to adult life. It is likely that your child will work with a Connexions Personal Adviser to write a personal action plan for discussion at the review meeting. The headteacher* must make sure that the Transition Plan is completed after the meeting.

The Transition Plan can be discussed and changed, if necessary, at later review meetings. You and your child will be asked to help with this plan.

Your child will be invited to talk about his or her hopes and concerns for the future after leaving school.

You will also be invited to discuss your hopes and concerns for your child's future.

The Transition Plan should then be updated at each future Annual Review and sent out with the review reports. It will normally be sent to any future school or college that your child is considering.

What about choices after 16?

Education for young people with special educational needs does not stop at 16. Depending on your child's interests and abilities, they can stay on at an ordinary or a special school, or can move to a college of further education or to work-based training.

Some schools offer 'link' courses with colleges so that pupils in their last year of schooling can go to college part-time. These courses help prepare young people for further education by letting them experience a college and try out a range of new subjects.

Further education is available to all young people over the age of 16. If you have any questions about the choices open to your child after 16, the Connexions Service and your child's school can give you and your child help and advice.

We are here for you

You may also find it useful to talk to someone from Hackney Parent Partnership Service.

Hackney Parent Partnership Service

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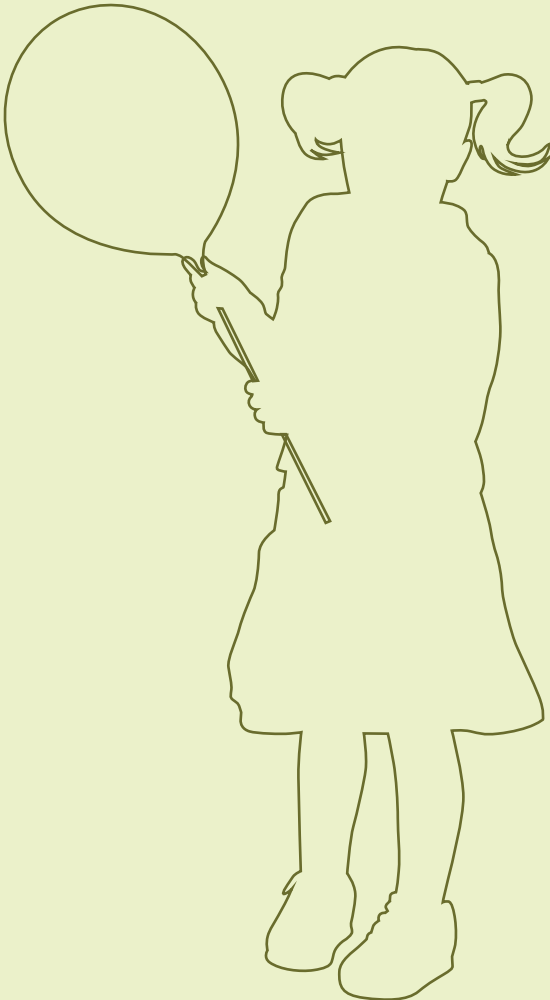




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