



THE CLARE SCHOOL

ANNUAL REVIEW POLICY

The Special Educational Needs Code of Practice 2001

clearly states that:-

“the Headteacher must convene a meeting to assist in the preparation of the review report and must invite the parents and relevant staff member, any person specified by the LA, and anyone else the Headteacher considers appropriate and must circulate copies of the advice before the meeting.”

Background

Under the Education Act 1996 - Annual Review of Statement, all children who are admitted to The Clare School are the subject of a Statement of Special Educational Need.

In order to follow the requirements of the November 2001 Code of Practice and conform to the LA's guidelines, the procedure for undertaking Annual Reviews of each child's Statement has been set down in the following procedures:

Present Situation

The Annual Review Reports are prepared by staff ready for the dates agreed between the school and the LA.

Class/subject teachers prepare the reports using a model school template personalised according to the pupil's complex needs. All reports are professionally produced on computer.

The Headteacher or Deputy Head and the School Secretary prepares the Annual Review Outcome Form using a modified Local Authority form.

The School Secretary then checks and collates the draft report, to be proof read by the Headteacher or Deputy Head.

The School Secretary sends out letters to parents and professionals together with draft reports and other relevant paperwork, including dates, for the Annual Review meeting.

The Annual Review then takes place. Parents and relevant school staff are always invited and other professionals are invited if it is felt necessary. At a 14+ Annual Review, a Guidance Adviser, the SEN Caseworker and a pupil's Social Worker are also invited.

The final review document is then assembled with copies to Parents, those attending the Review, the LA and to the pupil's/student's file.

The Annual Review Report, the Transition Plan (14±) and the Annual Report combine into one document and the Basic Annual Review format is modified to include additional information and produce what we hope is a more thorough report. The Annual Review curriculum targets and outcome of targets are linked into the Individual Education Programmes laid down for each pupil/student.

Professional Involvement

Appropriate professionals to be involved would be those who contributed to the Statement. Unless instructed by the LA or requested by a parent, the Headteacher/Deputy Headteacher will determine who should be present at Review meetings and issue invitations accordingly.

ANNUAL REVIEW PROCESS

Before the Review

- Complete the Annual Review timetable at the beginning of the new academic year.
- Ensure a review is carried out within 12 months of either making the Statement or of the previous review. (A Review should be within 12 months of the date of a new Statement).
- Request written advice at least 3/4 weeks from parents, the professionals involved and anyone else considered appropriate.
- Circulate advice (including the Annual Report) to all those invited to the meeting at least two weeks before the meeting.

During the Review

- Introductions and purpose of the meeting.
- Go through the Review Report section by section. Refer to the Statement, School Annual Report (inc. Curriculum Targets), the LSP, Positive Handling Plan (if applicable), Care Plan (if applicable), and other written/verbal reports submitted before or during the Review.
- Conclude with recommendations to the Statement and if agreement has been reached by all parties.

After the Review

- Prepare the Review Report and submit to the LA no later than 10 school days or the end of that particular term, whichever is the earlier.

The Year 9 Transition Review and thereafter

- Invite all relevant agencies, especially Guidance Adviser.
- Ensure a 'Transition Plan' is drawn up in consultation with the Guidance Adviser. Ensure this plan stays relevant in Post Year 9 Reviews.
- All other aspects of the Review remain the same.

This Policy is to be reviewed Spring Term 2021

Signed  Headteacher

Date 4/2/19

Signed  Deputy Headteacher

Date 4.2.19

