

Education, Health and Care Plan (EHCP) Annual Review Audit tool

Date of audit:	
-----------------------	--

Name of child/young adult:			
Date of birth:		ICS/NHS no. (if known):	
Unique Pupil no. (if known)		Social care status:	CIN/CP/CiC/none/other

Auditor (add additional lines if more than one person audits the EHCP Annual Review):	
Name:	Role:

Please add comments and rate the evidence provided for each quality descriptor using the grading criteria

Quality descriptor:	Grade:	Comments:
1. The Annual Review has taken place within 12 months of the issue of the child/young adult's EHC plan or sooner, if required		
2. All those who have been invited to attend or contribute to the Annual Review, including the child/young adult and their family, have done so and this has been recorded		
3. The Annual Review took place in the child/young adult's educational setting, or an appropriate alternative venue		
4. Information reports from all involved in the EHC plan were returned within the prescribed timescale		
5. The child/young adult and their parent/carer have contributed their views. It is clear how the child/young adult has recorded their views and who has assisted them to do so		
6. The child/young adult's academic progress has been reviewed		
7. The child/young adult's SEN have been reviewed to consider whether the EHCP should be continued, needs should be reassessed or that needs have been met		
8. All outcomes in the plan have been reviewed and any amended outcomes are SMART (<i>Specific, Measurable, Achievable, Realistic, Timely</i>)		
9. Where necessary, provision to meet revised outcomes has been amended		
10. For a child/young adult in school year 9 and above, a Preparing for Adulthood (PFA) needs assessment has been completed and outcomes in the plan amended accordingly		

11. Any proposed changes to personal budgets are included and it is clear how the budget links to needs, outcomes and provision		
12. Information on the current educational placement and any proposed changes, with dates for changes, are identified		
13. Where a child/young adult is transferring between phases of education, the Annual Review and any amendments to EHC plans have been completed by 15 th February in that school year		
14. Transport arrangements, where applicable, have been reviewed and any changes identified		
15. The local authority has acted upon the recommendations of the Annual Review and made amendments to the EHC plan accordingly		
16. The revised EHC plan has been consulted upon and issued within the prescribed timescales		
17. Where there is disagreement in regard to amendments to the EHC plan, prescribed dispute resolution processes have been followed within timescales		

Overall grade:	
-----------------------	--

Feedback	
Strengths of practice	
Areas for improvement	

Is there a need for urgent review of this EHCP?	YES / NO
--	----------