

EHCP Annual Review (6 monthly in Early Years)

Timeline Tips From EY Inclusion – Supporting Every Step

1 Month Before the Meeting

- ◆ Plan the Date

Coordinate with parents, professionals, and the EHCP Co-ordinator to set a meeting date.

3 Weeks Before the Meeting

- ◆ Send Invitations

Invite all relevant parties

Include a request for updates/reports from those unable to attend.

2 Weeks Before the Meeting (Optional)

- ◆ Gather Insights

Collect views from parents and the young person to inform the discussion.







1 Week Before the Meeting

- ◆ Review Progress

With the key person, assess progress on IPM targets and begin drafting new target ideas.

At the Meeting

Discuss & Record:

-  Progress on EHCP outcomes
-  Are outcomes still appropriate?
-  Have aspirations changed?
-  Review short-term IPM targets & set new ones
-  Is the current provision/placement still suitable?
-  Within 2 Weeks After the Meeting
 - ◆ SENCo Action

Complete and send the EHCP Review paperwork to the EHCP Co-ordinator.

4 Weeks After the Meeting


- ◆ LA Decision Time

The Local Authority has 4 weeks from the meeting date to:

Keep the plan unchanged

Amend the plan

Cease the plan

 Follow up with the EHCP Co-ordinator if no decision is communicated after this time.