

Annual Review Preparation Pack

Send Dossier — for parents in England preparing for an EHCP annual review. This document is general information, not legal advice. Adapt wording to your situation and verify dates against your LA/school.

1. Meeting agenda (suggested)

1. Welcome and apologies; confirm attendees and roles.
2. Review progress toward outcomes in Section E — evidence parents bring (reports, school data).
3. Health and social care updates (if relevant).
4. Provision in Section F — what is working, what is not, missed sessions.
5. Placement (Section I) still suitable?
6. Next steps, dates for amended plan or further assessment.
7. Close — agree minutes distribution and follow-up.

2. Questions to ask

- Which Section F provision lines were not delivered as written since the last review? Please confirm in writing.
- What measurable progress is shown toward each Section E outcome? Where is the evidence?
- If the school cites capacity, what is the provision map position for the support named in the EHCP?
- What interim support will be put in place before the next review if gaps continue?
- When will we receive draft amended EHCP wording (if changes are agreed)?

3. Follow-up letter template (adapt before sending)

[Your address]

[Date]

[Named officer / school]

Dear [Name],

Re: Annual review — [child name] — [date of meeting]

Thank you for the annual review meeting on [date]. This letter confirms my understanding and requested next steps.

Summary of concerns raised:

- [Missed provision / outcome not met / etc.]

Requested actions:

- [Written confirmation of provision timetable]
- [Date for amended EHCP or decision]

Please confirm receipt and respond by [date — typically 15 school days for substantive points where appropriate].

Yours sincerely,

[Your name]