

# LEWISHAM PARENT PARTNERSHIP SERVICE

## ANNUAL REVIEW

All parents want the best for their children. They hope they will be happy and get on well in school. If your child has a statement of special educational needs, once a year you will be asked to take part in a review of the statement. This is your chance to check how well your child is doing and whether the help is working.

### What happens before the meeting?

#### The Head teacher must ask for written reports from:

- You
- Your child's teachers
- All others invited to the review meeting

#### You should be asked about your child's progress:

- Towards the aims in the statement
- Towards any short term targets
- In the National Curriculum
- In their behaviour and attitude to learning

#### You should also be asked if you think your child's statement:

- Describes their needs correctly
- Provided the right kind of help
- Is still needed to provide their extra help

### What should I include in my report?

Comment on:

- Your child's progress over the last year
- What has pleased you and also any concerns
- What you feel your child's needs are in school for the coming year
- What you think you and the school can do to help meet those needs
- Your child's views about school

**The school should send you copies of all the reports two weeks before the Annual Review.** If you have not received the reports before the meeting ask for time to read them before the meeting or ask for another date for the meeting. You can prepare a list of questions relating to anything in the reports that you disagree with or don't fully understand.

Lewisham Parent Partnership Service  
The Kabin, Forster Park School, Boundfield Road, SE6 1PQ  
Tel: 020 8695 5955 Email: lewishampps@pre-school.org.uk  
Website: www.lewishamparentpartnership.org.uk

## What will happen at the meeting?

Your child's progress will be discussed and you will have the opportunity to give your opinions. Those present will look to see if the targets that were set have been met and if so to what extent. New targets will be set for the next year so that a new IEP can be drawn up. Schools must give you a copy of the IEP. There will also be a discussion about whether your child's statement needs to be amended or whether it can be withdrawn. It is a good idea for you or your supporter to note down agreements and decisions made in the meeting.

## What happens next?

After the meeting the school prepares a report setting out the targets and any recommendations that were made. **There is a time limit of two weeks in which to do this.**

The report must be sent to the LA and all those who were involved in the review whether they attended or not.

If the recommendations were to amend the statement then the LA will write to you telling you of any proposed changes with the reasons for them.

You can express your views about the amendments by writing back to the LA.

If you disagree with the changes to the statement or the LA refuses to amend the statement following the Annual Review, you can appeal to the First-tier dealing with Special Education Needs and Disability (SEND).

All reviews are important but some are especially so. For example:

- The review in Year 5 when possible options for secondary school should be discussed – see *Transfer to Secondary School leaflet*.
- The review that happens before your child moves to secondary school – the year 6 review – this should happen in the autumn term of year 6 and the transition should be discussed.
- The first review after your child's 14<sup>th</sup> birthday. This is called a Transitional Review – see *Transition leaflet*.

## Further information

### Special Education Needs Code of Practice 2001

To obtain a copy telephone: 0845 60 222 60 Ref: DfES 581/2001

**Parent Partnership Service:** Independent information, advice and support for parents of children with Special Educational Needs. Contact details below

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The Kabin, Forster Park School, Boundfield Road, SE6 1PQ  
Tel: 020 8695 5955 Email: lewishampps@pre-school.org.uk  
Website: www.lewishamparentpartnership.org.uk

First-tier Tribunal (Special Educational Needs and Disability)  
Mowden Hall  
Staindrop Road  
Darlington  
DL3 9BG

Website: [www.sendist.gov.uk](http://www.sendist.gov.uk)

Phone number: 01325 392760

Email: [Sendistqueries@tribunals.gsi.gov.uk](mailto:Sendistqueries@tribunals.gsi.gov.uk)

Link to forms including guidance on how to appeal against an SEN decision and appeal form:

<http://www.justice.gov.uk/global/forms/hmcts/tribunals/send/index.htm>

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