

What is an Annual Review?

All Statements of Special Educational Needs are reviewed at least once a year to ensure that the child or young person's needs are still being met and that the placement is still appropriate.

Who carries out the Annual Review?

If your child is at school the Education Authority (EA) will have informed the school of those children for whom an Annual Review is needed and the school (usually the School Principal) will carry out the review on the Board's behalf.

What is the purpose of an Annual Review?

The main activities of the Review may include:

- Evaluating the progress towards meeting the objectives set in the Statement.
- Evaluating progress towards any targets set at previous reviews.
- Review any special provision or arrangements.
- Discuss if the statement is still appropriate.

What is a parent's role in the Annual Review?

It is important for a parent to attend and contribute to an Annual Review. It is quite distinct from a parent/ teacher meeting as it is the Statement that provides for your child's needs and special educational provision that is under review and important decisions could be made about that provision.

- Parents will be asked to give a written contribution usually called an 'advice' and also receive copies of all other 'advices' from those involved in the review usually at least two weeks in advance of the review date.
- If a parent does not attend or provide an advice this will be recorded on the review report form with any reasons given.
- The review meeting will usually take place in the child's school and parents may wish to bring a friend, relative or advisor.
- If any assistance is needed. If there are communication difficulties due to e.g. a physical or sensory impairment let the school know and they should be able to make arrangements.
- This is a parent's opportunity to give their views on their child's progress and expectations for future learning
- It is an opportunity for everyone to hear also the child's and the school's views.
- If there have been any major changes in the child's life which may affect progress these should be discussed.

- As the appropriateness and the provision on the Statement will be discussed this is a parents opportunity to raise any concerns or questions.
- A parent has the chance at the review to respond to any future action which may be recommended.

After an Annual Review a report summarising the review and the educational targets will be issued. Any recommendations the Education Authority makes will be forwarded to the parents, the school and all those who attended the review.

NB: This is only a brief overview of the Annual Review process.

For further information on Annual Reviews:

- Refer to the Code of Practice on the Identification and Assessment of Special Educational Needs as issued by the Dept. of Education.
A copy of the Code of Practise can be viewed on our website www.senac.co.uk in the Useful Reading section.
- Also talk to your School Principal if you have any concerns or questions about the Annual Review, its purpose and a parent's role in it.

Advice Line

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