

Preparing for Your EHCP Annual Review

Make the annual review work for your child · UK

The annual review is your chance to test the plan against reality. If the support in Section F is not actually happening, the review is where that gets documented — and where you can build the case for change.

Two weeks before

- Read the EHCP and, for each provision in Section F, write down whether it is happening (yes / sometimes / no) with examples and dates.
- Collect new evidence: progress reports, therapist letters, attendance records, your own notes.
- Send a parent contribution in advance and ask for it to be circulated to attendees.

What to ask in the review

- Which Section F provisions have been delivered this year, and how do you know?
- Is my child's progress measured against the outcomes in Section E? Show me the data.
- What is no longer working, and what will change?
- If needs have grown: does the plan need amending, and what is the process and timeline?

After the review

- You should receive the review notes and any proposed changes — check they match what was said.
- If the plan is not being followed, ask the LA to enforce the EHCP; Section F is legally binding.
- If the plan needs amending and the LA refuses, you can appeal the decision at the SEND Tribunal.

Bring an advocate

- You do not have to sit in this meeting alone. You may bring an advocate, a friend or a family member — tell the school in advance.
- Ask for the meeting notes to be shared with you within a stated timeframe.

Guidance, not legal advice. Free advocacy support for Black families: pzadi2012@gmail.com.