Education, Health and Care (EHC) plans must be reviewed at least once a year (every 12 months). The timescales for review are dependent on the circumstances of each child/young person. However, every child/young person’s EHC Plan must be reviewed at least annually, beginning within 12 months of the date the EHC Plan was finalised and then within 12 months of any previous review.

Normally annual reviews of the EHC plans are organised by your child’s school or college. Parents and the child/young person are always invited to the meeting, along with professionals who know your child/young person. Everyone must be given at least two weeks’ notice of the date of the meeting and be provided with all the information that will be discussed at the meeting.

The review will focus on the progress your child is making towards the outcomes identified in their EHC Plan. You and your child will have an opportunity to talk about how you feel the year has gone. Your child will be supported to take part in the review. From the age of 14 young people’s review meetings will focus on transition and preparation for adulthood and independent living.

After the meeting a report of what happened will be prepared and circulated to everyone who attended or provided information. We will review your child’s EHC Plan based on the annual review meeting and must let you know their decision within four weeks of the meeting.

The decision may be to:

- leave the EHC plan alone
- amend the EHC plan
- cease the EHC plan if it is felt that it is no longer necessary for it to be in place

If you are unhappy with the decision, you can discuss this with your SEN Casework Officer. You can also seek independent and impartial advice from [Cambridgeshire’s SEND Information, Advice and Support Service](#).