

TIMESCALE FOR ANNUAL REVIEW MEETINGS

	Set date of Annual Review Meeting	Circulate requests for advice and invitations to meeting	Circulate advice to those attending the meeting	Annual Review Meeting	Complete and return Summary Form to LA
ACTION	<p>Notify LA of dates for Review meetings of pupils with Statements.</p> <p>Add information to "Annual Review Meeting Action Plan" to help keep record of meetings for the academic year (see Appendix 13).</p>	<ul style="list-style-type: none"> • Complete School Advice Form PAR1 (Foundation Stage, KS1, KS2) or SAR1 (KS2, KS3). • Complete Pupil's Advice Form AR1 with pupil, where appropriate. • Send Parents'/ Carers' Advice Form AR2 for completion. • Send Professional Advice Form AR3 to relevant agencies. • Send Medical Advice Form AR4 where appropriate. <p><i>A note on the forms asks for them to returned 3 weeks before the meeting.</i></p>	<p>Circulate copies of advice forms to all those who are to attend the meeting.</p>	<p>The meeting will be chaired by the headteacher or the teacher to whom that responsibility has been delegated.</p> <p>Participants should have had the opportunity to read the advice forms before the meeting.</p> <p>The meeting should consider those issues described in paragraphs 9.28-9.31 of the SEN code of Practice.</p>	<p>Complete Summary Report Form P/SAR2 and return to the LA.</p>
TIMESCALE	At beginning of Autumn Term	6 weeks before the meeting	2 weeks before the meeting		2 weeks after the meeting or before end of term, whichever is sooner.

YEAR 5 TRANSITION REVIEW

If Y5 Annual Review due to take place:	Transition Review to take place:	Next Annual Review due before end of:
Autumn Term of Year 5	Summer Term of Year 5 or Autumn Term of Year 6	Summer Term of Year 6 or Autumn Term of Year 7
Spring Term of Year 5	Autumn Term of Year 6	Autumn Term of Year 7
Summer Term of Year 5	This could be the Transition Review	Summer Term of Year 6

YEAR 9 TRANSITION REVIEW

The Year 9 Annual Review, which is the Transitional Review that begins to discuss post-16 options, must take place during that year, and the Year 9 Transition Plan (Appendix 21) must be completed, in addition to the usual Annual Review documentation.