

This content is no longer current and was archived on 23 June 2016.

For latest information from SCE please visit:

<https://www.gov.uk/government/collections/service-childrens-education>.

For the statutory guidance on the

special educational needs and disability (SEND) system please visit:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>.



Service Children's Education

School Advice for Annual Review Checklist

The School's Advice for Annual Review should include the following information

	Completed
Any change in circumstances.	
Attendance data, with analysis if appropriate, – schools may like to attach attendance printout.	
Details of school/setting regarding class sizes/groups.	
Details of provision currently made for the child/YP - state whether support is individual/small group and teacher or TA.	
Any specialist equipment provided/required.	
Current level of functioning in curriculum areas and other relevant areas (including test results and dates, NC Levels/P levels, SATs results or TA). For EYFS progress and attainments should be recorded using the Early Learning Goals assessment arrangements.	
Progress made in relation to the objectives on the statement and measured against the targets in the IEP.	
Progress in the areas of life skills/social skills/ independence/approaches to learning/motivation.	
Transition Plan (for Year 9 onwards).	
Indicate where objectives in the Statement have been met and include any recommended new objectives to meet new areas of need.	
Recommended amendments to the Statement.	
Recommendations, where appropriate, about future targets, provision and support.	
A copy of the current Individual Education Plan/Individual Behaviour Plan or other Personal Plan.	
Indicate whether any special examination/provision is recommended.	

- Does any documentation require translation into the family's mother tongue?
- Does any documentation need to be in a different format?
- Schools and parents will need to liaise to determine the best ways in which the pupil can submit his/her own comments in a written form.

Date circulated:

Please note: - This advice should be circulated to all those attending the review and HQ SCE, not just parents.

This should be at least 14 days before the Annual Review Meeting.