

# An Annual Review for a Record of Need

It is the duty of CYPES (Children, Young People, Education and Skills) to review the RoN (Record of Need) but in schools and colleges, the head teacher or SENCo will conduct the meeting. The main purpose of the review is to assess the child or young person's progress towards achieving the outcomes specified in the RoN.

At least 4 weeks notice of the date of the meeting must be given and the advice obtained should be circulated to all concerned at least 2 weeks in advance of the review meeting.

All reports, data, evidence and information must be circulated **prior** to the meeting so attendees can discuss and raise any other points they wish to discuss.

The views of the child or young person should be heard from the start and throughout. Young people may attend the meeting and their needs for taking active part should be accommodated and supported. If the young person is aged 16 or above they can elect to have an advocate present if they choose. Once a young person is beyond Year 9 the meeting should consider what provision is required to assist the young person in preparation for adulthood, including employment, independent living, participation in society and options for the next phase of education.

The school may invite to the meeting and request / obtain written advice from:

- \* The child's parent and / or the young person
- \* The head teacher / teacher
- \* Other professionals who may have meaningful involvement, for example Speech & Language Therapy (SLT) or healthcare professional
- \* Any social service involved
- \* Translator if needed

Parents may also invite additional adults who may be supportive such as a grandparent or family friend.

School will record the outcome of the review on the RoN. The completed documents should be sent to CYPES to review. More information may be requested by CYPES if they do not feel they have all the evidence required.

The parent / young person have at least 10 working days to respond and comment on the proposed changes.

The proposed RoN and any amendments are considered by CYPES they will update the RoN and will send the child's parent or young person a draft copy of the RoN specifying the proposed amendments together with copies of any evidence which supports those amendments.

Parents have the right to appeal to the Education Minister up to 15 term days after they are notified of the amendments.



Within 4 weeks of the meeting:

CYPES must send its decision to the parent / young person and head teacher. CYPES must then decide whether it proposes to:

- (a) continue to maintain the RoN in its current form
- (b) continue to maintain the RoN with updated needs and arrangements and a draft copy will be sent to parents / carers to review
- (c) in exceptional circumstances the outcome of the Annual Review will be a consideration of a more specialist arrangement . This would be considered at an SEN panel meeting

When sending a final amended RoN, CYPES must notify the child / young person's parents / carers of their right to appeal and the time limit for doing so.