Department for Education

HILLINGDON LONDON

Education Health Care Plan Annual Review Timeline

AMEND AND FINALISE WITHIN 12 WEEKS FROM THE AR MEETING

2 WEEKS	2 WEEKS	2 WEEKS	8 WEEKS amendments and finalisation period			
PREPARATION	**REVIEW MEETING**	**DELIBERATIONS**	**LA's DECISION (DRAFT if to amend)**	**15 days PARENTAL REPRESENTATION** **Coproduction**	**LIAISON AND CONSULTATIONS**	**FINALISE EHCP**

2 weeks' notice of meeting to invitees

Annual Review Meeting

person centred

WITHIN 2 weeks of the meeting **send out AR paperwork** to all invitees

MAC- decision: Maintain, Amend or Cease

MAC decision and DRAFT with proposed amendments sent out

The 'decision' is made within 12 months of **EHCP original date or last Annual Review**

Set a date for next Annual Review

Parental amendments, liaison and consultations

FINALISE within 8 weeks of sending out Draft with proposed Amendments