

The New School at West Heath

Policy on Annual Reviews of Statements of Special Educational Needs

Introduction

Annual Reviews provide an opportunity for all those concerned with the education of our students to formally meet together and consider the progress made by each student and to plan for the future. Parents, carers, educational psychologists, social workers, clinical psychologists, representatives of the sponsoring authority and the student themselves can be involved in Annual Reviews. All members of the meeting have an equal say in the decisions and agreements made at the Annual Review.

Aims of Annual Reviews are:

- To assess each student's progress towards meeting the objectives specified in the Statement and to collate and record information which the school and other professionals (including the parents or carers) can use in planning to support the student.
- To assess each student's progress towards meeting the targets agreed following the making of the Statement or the previous Annual Review.
- To review the special provision made for each student.
- To consider the continuing appropriateness of the Statement in the light of each student's performance during the previous year, whether any additional needs have become apparent and/or whether to make any amendments.
- If the Statement is to be maintained, to set new targets for the coming year so that progress towards those targets can be considered at the next Annual Review.
- To consider and start to plan for meeting the career aspirations of students when they reach year 9. The Annual Review in Y9 is a "Transitional Planning Meeting" which specifically addresses this need. The Transitional Plan is also reviewed at subsequent Annual Reviews.

Strategies and Approaches

Annual Reviews are primarily important in supporting individual students to achieve their potential through demonstrating both to them and others the progress they have made during the preceding twelve months. Also, the progress they can continue to make in the future. The process of the Annual Review meeting involves those concerned sharing information by word or report so that informed decisions and agreements can be made. As such, these meetings represent a significant window into the life and work of our school. It is important therefore, that the ethos and philosophy of our school is reflected consistently throughout all reports we produce (either orally or in written form), irrespective of the author.

All Annual Reviews within our school conform to the guidelines and expectations of the Code of Practice (DfES 558/2001).

Contributions to Annual Reviews (and other meetings concerning our students) should:-

- Be written or spoken in a way that is consistent with the ethos of the school and that it may be read or heard by the student him/her self.
- Be positive in tone, ensuring that potentially negative observations or phrases are expressed as clear action points. (The majority of our students have such a low sense of self confidence that a negative comment in such a formal meeting may have a devastating impact)
- Make reference to the objectives in the student's most recent IECP or Statement (which ever is appropriate)
- Refer to achievement levels and targets for the previous year (especially by subject teachers, tutors and key workers) in suggesting or setting targets for the coming year. You may wish to comment on any change.
- Suggest targets for the coming year
- Suggest that consideration be given to change in provision if there is evidence that there is a strong case for it.

A summary of the Annual Review meeting is sent to the Principal, senior management team and relevant Head of School, parents and Local Education Authority in order for them to respond to any recommendations or requests arising from the meeting.

Students without Statements of special Educational Needs:

All students in our school, irrespective of whether they have a Statement of Special Educational Needs are entitled to an "annual review" of their educational experience. Staff having a particular responsibility for individual students will be invited to attend e.g. Head of Year, Staff Contact, Key Worker and etc. Where attendance is not possible, written reports must be provided in good time for the meeting i.e. three weeks before in order to be consistent with the requirements of the Code of Practice.

External Links

Representatives of the students Local Education Authority (Educational Psychologist), medical services, CAMHs, social services, Connexions Service and other relevant agencies are invited to attend

Staffing & Resources

Teachers and other staff may need cover to enable them to attend their student's contact's review.

Annual Reviews

This Policy should be read in conjunction with the following policies:
Curriculum, Information and Recording

Appendices: Generic subject proforma

Monitoring of Policy Implementation is the responsibility of:
The Senior Leadership Team

Lead responsibility: Vice Principal - Education

Relevant Legislation: SEN Code of Practice

Approved by: S.S. Committee **Date approved:** 19:02:03

Ratified by: Trustees **Date ratified:** 10:2003

Reviewed – no changes **Date:**

Reviewed – with revisions **Date:**

Revision No. 2.0

Appendix

The New School at West Heath: Annual Review

Subject

Name:		Group:	
Teacher:		Date:	
Attendance	Excellent □□□□ Poor	Punctuality	Excellent □□□□ Poor

	Room for Improvement	On target	Progressing very well	Outstanding
<u>Target 1</u>				
Target 2				
Target 3				
Target 4				

	Room for Improvement	On target	Progressing very well	Outstanding
<u>Understanding new concepts and ideas</u>				
<u>Asking and answering questions and discussion</u>				
<u>Relationships and working with others in the group</u>				
<u>Completing tasks to a reasonable standard</u>				
<u>Listening to and following instructions</u>				
<u>Concentration</u>				
<u>Showing initiative</u>				
<u>Settling down to work in lessons</u>				
<u>Personal organisation</u>				
<u>Completion of homework</u>				
<u>Hands in homework on time</u>				
<u>Working independently</u>				

National Curriculum Level / Predicted GCSE Grade

Teacher Comment