

# Changes to an EHCP following annual review – decision making process



This diagram shows how the council decides whether to make changes to an Education, Health and Care Plan (EHCP) for a child or young person following an annual review, and who supports with that decision.



Frequency decisions are made:

**Weekly**



Decision maker:  
**Area Special Educational Needs and Disabilities (SEND) Manager**

People who provide a view to support the decision maker:



**Family and young person**  
(via their EHCP Coordination Officer)



**Schools and settings**

As needed:



**Educational Psychologist**



**Speech and Language Therapist**



**Physical and Sensory Support Service**



**Children Not In School team**



**Transitions Team (Adult Social Care)**



**Home to School Transport Team**

Written evidence provided by:



**Family**  
(via their EHCP Coordination Officer)



**Schools and settings**

As needed:



**Health services**



**Social care services**



**Other therapy/ services**

**If the outcome is as the family expected:**

We will write to you explaining the decision.

Following a decision:



**If the outcome is not as the family expected:**

We will call you to explain and write to you after our conversation.