

Annual Review Agenda

1. **Welcome and Apologies**
2. **Strengths:**
 - ✓ celebrate strengths, positives, and achievements since last annual review.
3. **Parent / Carer Voice:**
 - ✓ confirm parent/carer key contributions they wish to be included in the review and discussions.
4. **Child/Young Person Voice:**
 - ✓ confirm cyp key contributions they wish to be included in the review and discussions.
5. **Attainment:**
 - ✓ confirm current assessment and attainment information.
6. **Personal Information:**
 - ✓ review personal information in Section A to ensure it remains up to date.
7. **Needs:**
 - ✓ review the cyp's needs. Any amendments require supporting evidence.
8. **Outcomes:**
 - ✓ review the cyp's outcomes, including how many have been achieved, and evidence to support any amendments. Ensure outcomes remain appropriate to meet cyp's needs. Celebrate outcomes that have been achieved.
 - ✓ Consider how the outcomes are supporting cyp to prepare for their adulthood (within all reviews, but statutory from Year 9 onwards).
 - ✓ For phased transfers, consider how transitions can be successfully and proactively supported.
9. **Provision:**
 - ✓ review provision that is required to enable cyp to achieve their outcomes. Any amendments require supporting evidence. Consider what has worked well and how this can be built upon.
10. **Placement:**
 - ✓ considering identified needs, outcomes and provision, as a setting are you able to continue meeting need. What additional support could be put in place to successfully continue this placement.
 - ✓ For special schools, consider cyp's readiness to transition, with support, to a mainstream setting employing the Transition Protocol, particularly when planning for phased transfers. If not ready, what additional support and steps could be put in place to enable them to become transition ready.
11. **Personal Budget:**
 - ✓ review any existing arrangements. Consider if the family wish to request a personal budget.
12. **Transport:**
 - ✓ consider any transport arrangements and review evidence around an ongoing SEND exceptional transport need or a newly identified need. Consider how cyp could be supported to access independent travel training.
13. **Any other business**