

Education Department  
Pupil Access and Support Services  
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Director of Education: Bryan Slater

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Your Ref:  
My Ref: PA&SS/AR/Sum 03

The Headteacher  
Xxx

Dear Colleague

### **Education Act 1996 - Annual Review of Statement**

In accordance with the Code of Practice (November 2001), I enclose a list of pupils on the roll of your school who are due for an Annual Review during the Summer term 2003. If there are any pupils who are missing from the list or no longer on your school roll, please contact my colleague on the above number.

I enclose a 'Report of Statement Review and Planning Meeting' for your use. In preparing for the review meeting **you must:**

- request written advice from the child's parents and anyone else you consider appropriate including a representative from Connexions for pupils in NCYG 10 and over; and
- circulate a copy of the advice received to all those invited to the review meeting **at least two weeks before the date of the meeting**, inviting additional comments, including comments from those unable to attend the meeting.

**You should invite to the meeting:**

- the child's parents (and, in the case of a child looked after by the Authority, the child's social worker and residential care worker or foster parents);
- the relevant teacher, SENCO or other persons responsible for the provision of education for the child;
- the LEA Caseworker;
- representative of Psychological Service;
- any other person you consider appropriate, ie representative from the Health Authority or Social Services Department;
- in the year of a phase transfer, a representative from the receiving school;
- a representative from the Connexions Service for pupils in NCYG 10 and over.

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The pupil should be actively involved in the review process, attending all or part of the meeting.

Following the Annual Review meeting you must prepare a report and submit it to this office no later than 10 school days after the meeting or the end of the term whichever is earlier. The report should summarise the outcome of the review meeting and provide:

- your assessment of the main issues discussed at the meeting;
  - your recommendations about any educational targets for the coming year;
  - any other steps that ought to be taken; and
  - your comments on whether the Statement should be amended, maintained or ceased.
- You should also send a copy of the report to all concerned in the review, including parents and any other professionals.

I look forward to receiving the report from the Annual Review meeting. This will be considered by the LEA and I shall duly inform you of any decision that may need to be taken.

Yours sincerely

Miss Pam Norman  
Administrative Officer  
Pupil Access & Support Services

**NB. A hard copy of the new Annual Review Form is enclosed - please photocopy as required.**

**Should you require an electronic version please request by email to:**  
[pam.norman.edu@norfolk.gov.uk](mailto:pam.norman.edu@norfolk.gov.uk)