**Sample letter inviting support service(s) to an Annual Review**

Dear

The Annual Review meeting for (child or young person’s name and DOB) will be held on (date) at (time) at (location).

I am inviting you to participate by:

* Sending a written report to the school/setting/college by (date) for distribution to everyone invited. You may wish to use the report format used for the EHC assessment.
* Attending the meeting.

To help you to prioritise your level involvement the school/setting/college believes that your attendance at the review meeting is essential/helpful/not essential.

I look forward to hearing from you.

Yours sincerely

Headteacher/SENCo/Setting leader/Principal

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| **SEND Code of Practice 2015** Para 9.169-76 * Professionals across education, health and care **must** co-operate with local authorities during reviews.
* The child’s parents or young person, a representative of the school or other institution attended, a local authority SEN officer, a health service representative and a local authority social care representative must be invited and given at least two weeks’ notice of the date of the meeting. Other individuals relevant to the review should also be invited, including youth offending teams and job coaches where relevant
* The school must seek advice and information about the child or young person prior to the meeting from all parties invited, and send any advice and information gathered to all those invited at least two weeks before the meeting
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