

Families, Young People, Children's, and Learning Disabilities Directorate
Leicestershire Partnership NHS Trust

Special Educational Needs and Disability (SEND)

Contributions to SEND Annual Review Processes

14 June 2022

At Leicestershire Partnership NHS Trust, we have been working throughout the current school year to improve our processes for annual review contributions.

Our new process is designed to align with our processes for initial Education, Health, and Care Plan (EHCP) assessments and reports. We hope to have a more consistent and systematic approach to notifications from schools and colleges when an annual review contribution is required from one or more of our services. This will also enable us to monitor our performance in responding to annual review requests in a timely way.

We have developed a digital single point of contact for schools to use when requesting annual review contributions from us. The process is as follows:

- Send your EHCP annual review notification to LPT.EHCAR@nhs.net for either an individual child or a group of children in your school or college
- A minimum of 8 weeks' notice is required from the date of the annual review request and the review date
- Annual review advice from Leicestershire Partnership Trust will be returned electronically to your school prior to the annual review. A copy will also be shared with parents/carers

We have already had positive feedback from schools about this new process. We hope that it will deliver more timely annual review contributions from our services within a clearer process, so that we can offer improved health updates and advice for children and families.

If you have any questions about this new process, then please contact LPT.EHCAR@nhs.net and we will respond to you.

Janet Harrison
Head of Service

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