



ST VINCENT'S SCHOOL

A Specialist School for Sensory Impairment and Other Needs

Policy Document Title:	Policy on Annual Review
To be read in conjunction with:	Staff Handbook Curriculum Monitoring and Evaluation Policy IEP and ICP Documentation
Updated:	07/12 AMc
To be reviewed:	07/13

The Annual Review represents an opportunity to ensure the appropriateness of the Statement of Need and to provide a focus for future provision. The review policy is written in conjunction with Subject monitoring and evaluation, ICP and IEP documentation.

Recommendations are agreed and recorded at Annual Review. The Annual Review document informs care and education programmes and records the academic progress of the child within a framework of care. The Annual Review statement gives details of need, attendance figures, progress reports and future targets to be attained and prioritised.

We encourage the views of the child and their parents. Additional needs and consideration for independence and working life is taken into account. Statements about functioning of the young person are made sensitively and with consideration for the dignity and respect of the individual.

Transition reviews take place at KS2, KS3 and Post-16. The transition review at 14+ involves links with outside agencies such as the Connexions Service. A consideration has to be made of the provision for the young person regarding their 16+ Birthday.

Recommendations from the review are prioritised and monitored by the Deputy Principal.

Process

1. The administration of Annual Reviews is in the school office.
2. Collation and proofreading of reviews is completed by Form Teachers.
3. The Annual Review is chaired by a member of the Senior Management Team. Teachers, LSAs and Care Staff attend the meeting as applicable.
4. Recommendations and letters of support are written by the Chair of the meeting.

5. Recommendations are disseminated to all parents and outside agencies involved in the education and care of the child. Staff of the school receive the recommendations through meetings and through the school Intranet system.