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EHCP Processes – Information for Parents

We are aware that some parents/carers have a lot of experience of the review process, whereas others may not, and so we have included some frequently asked questions below.

You will receive an email with an appointment for your child’s EHCP annual review. Where possible, this will be sent at the end of the half-term prior to when your child’s review is due. When you confirm attendance, you will be able to request either an in-person meeting, or online, as well as giving details of any professionals you wish us to invite. **If meetings need to be rearranged, please contact school as soon as possible so that slots can be reallocated and attendees can be informed.**

2 weeks prior to the meeting, you will receive information including your child’s current EHCP and up to date tutor reports. We will also request that you submit parental views prior to the meeting which will help the meeting to be as efficient and effective as possible.

We look forward to seeing you at your review meeting.

The SEND Team



SEND team members:

SENDCOs

Mark Connaughton (Broadfield Campus)

Grace Benson (Enterprise Works Campus)

Nina Sneddon (Nether Edge Campus and West Riding Campus)

Andrea Cartwright

India Woodgate

Assistant SENDCOs

Abi O'Brien (Broadfield Campus)

Amy Cushing (Enterprise Works Campus)

Beckie Howe (Nether Edge Campus)

Beth Sherburn (West Riding Campus)

SEND administrators

Claire Graham (Sheffield Campus)

Rebecca Ellison (West Riding Campus)



FAQs

What is an EHCP annual review?

This is an important opportunity to discuss how things are going, what progress is being made towards EHCP outcomes, and what can be done to support the student in achieving their goals and aspirations. It is a statutory requirement to hold EHCP reviews every year, to keep the EHCP document as useful as possible for the student. Each meeting takes approximately 1 hour.

When does an EHCP review happen?

Review meetings should happen within 12 months of the previous review meeting, to ensure the student's EHCP is as accurate as possible. Sometimes, reviews will be held sooner than this based on change in situation or needs of the student. *Please note, year 11 students or those at key transition stages may have a review earlier in the year due to local authority timelines, even if they have had a review meeting relatively recently.*

Who attends a review meeting?

The focus of the EHCP and meeting is the student. The student is very welcome to attend, but if they prefer not to, can give their input via others in attendance. Other attendees may include parents/carers, school tutors, learning mentors, the SENDCO/assistant SENDCO and any external professionals and/or advocates who work with the young person, if requested.

What if attendees have additional needs?

Please let us know if there are any adjustments, we can make to the meeting space to accommodate sensory or accessibility needs. We can also meet online if this is preferable.

What will happen at the meeting?

1. An informal discussion about what is going well and not so well currently, from the perspective of the student, parents/carers, school and any other professionals.
2. Discussing the outcomes from the EHCP (section E), giving each one a progress measure (1-5).



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3. (For students in year 9 onwards) Preparation for Adulthood: a brief discussion about what the future may hold for the student in terms of aspirations and support.
4. A chance to discuss any other questions, comments or concerns.

Will I need to prepare?

Please do try to record young person's views by whatever form of communication works best for them, particularly if they do not wish to attend the meeting in person. Their views about how things are going both at home and at school are very important. School will also try to gather their views.

You may find it helpful to familiarise yourself with the young person's EHCP, and check that the content is accurate/relevant. You can annotate the EHCP, and this will be sent off with the review paperwork after the meeting.

What happens after the meeting?

Following the meeting you will be sent the notes from the review for your records.

School must return the paperwork to the Local Authority within 2 weeks of the meeting. If there is an urgent update following the review, please contact us as soon as possible to ensure we can include this in the submission.

The documents will then be sent by school to the Local Authority, who will make the decision whether to amend the EHCP or to keep it the same. You will receive the outcome of the review directly from the local authority.