

EHCP Annual Review 'Amendment' criteria

Guidance for SENDCOs



Purpose

This guidance supports SENDCOs in making consistent, proportionate decisions about formal EHCP amendments and Personal Learning Plan (PLP) updates, ensuring statutory compliance while avoiding unnecessary amendments.

Reminder: all EHCPs must be reviewed every 12 months (early years, every six months). The purpose of the annual review is to evaluate the effectiveness of the EHCP through person-centered annual review; a formal amendment is only necessary where the plan requires substantive change.

Key principle for SENDCOs

1. Schools must hold a person-centred review every 12 months (six months for EYs).
2. If change affects what the local authority (LA) is legally required to secure, a formal amendment is required.
3. If the change affects how provision is delivered day-to-day; this should be recorded in the YP's Personal Learning Plan.

When to request a formal EHCP amendment (and when to update the personal learning plan instead):

A Formal EHCP amendment is required when:

1. Needs (section B)

- A new primary or secondary SEN is identified
- There is a significant and sustained change in the learner's level of need
- The learner's needs are materially different from those described in the EHCP

2. Provision (section F)

- Provision is added, removed, or replaced
- There is a substantial change to:
 - type of support
 - level of support
 - frequency or intensity of support
- New specialist or external services are required
- Existing provision is no longer sufficient to meet needs

3. Outcomes (section E)

- Outcomes are no longer appropriate
- Outcomes have been achieved, and new long-term outcomes are required
- The focus of the plan changes (e.g. learning → independence / preparation for adulthood)

4. Placement or phase

- The learner's named placement changes
- There is a phase transfer (e.g. school to college)
- The placement named in the EHCP is no longer accurate

2. Funding or resources

- Changes have funding implications
- Additional or reduced high-needs funding is required
- Needs can no longer be met within current agreed resources

3. Safeguarding or risk

- New or increased risks require specific provision to be legally secured
- Existing provision no longer ensures safe access to education

A formal EHCP amendment is NOT REQUIRED. A Personal Learning Plan update is appropriate where:

- Needs remain the same, but strategies are refined
- Provision is delivered differently but equivalently
- Adjustments are minor, short-term, or responsive
- Outcomes remain appropriate and unchanged
- The EHCP remains accurate at a statutory level

Expectations

- Decisions must be clearly recorded
- Parents and learners should be informed and involved
- SENDCOs should contact the LA where the threshold is unclear
- Outcomes should be written to cover a key stage without need to amend annually - small step targets towards outcomes should be written into the CYP's PLP