



Statutory SEND Service
Swindon Borough Council
4th Floor, Wat Tyler West
Swindon
SN1 2JG
Direct line: 01793 464641
Email:
SENDSERVICE@swindon.gov.uk

Ref: Annual Reviews
Date: 10 August 2021

Open Letter to Parent Carers 10th August 2021

Dear Parent/carer

Annual Reviews Academic Year 20-21

Many of you will have received your annual review decisions for your child/young person and if amendments were agreed these will have been processed, however for some of you this is not the case and I wanted to write to you to outline the steps that we are taking to address this over the next 10 weeks.

1925 annual reviews were due to be held across the academic year, and to date 1524 have been received meaning that there are still 401 annual reviews that have not been received from our schools.

We have received 1524 reviews to date, and decision letters have been sent to 918 families, meaning that there are 606 reviews to be triaged for a decision. In order to support the team with this exercise and to ensure that any significant amendments are made to the necessary Education, Health and Care Plans we have secured an external company to support us in making the amendments to the EHCPs and arrangements for this to commence next week are currently on-going.

To reassure you this is a company with an excellent reputation and a good pool of skilled plan writers who provide services to a range of Local Authorities. All information is sent via a secure network that is fully GDPR compliant and all plans will be quality assured by our team here in Swindon prior to being issued to our families. We have been advised by the company that they anticipate all plans sent to them will be updated and finalised by the end of September 2021.

For those reviews that are outstanding we will be writing to the schools Chairs of Governors to inform them of the situation and offering support to ensure that this is not repeated for next academic year 21/22. This area of work is an area that was identified in the OFSTED Inspection in 2018 and is one area where we have identified further work is required, and in respect of this we have developed a 12 week accelerated progress plan which see us focus on improving our responses to annual reviews to ensure compliancy.

Thank you for your understanding, and please be assured that we are working hard throughout the summer to address the situation.

Yours Sincerely

Lisa Savage

Interim Head of Statutory SEND