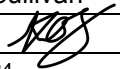


Review of a Learner at Great Oaks College (GOC)	
Person Responsible:	Principal
Date of Policy:	February 2024
Next review date:	February 2027
Rationale	
<p>Great Oaks College ensures all students are working towards their aspirations. This is done by completing the annual review process, tracking IEP targets and progress towards qualifications. The purpose of the annual review will be to consider the needs of the learner and if they have changed;</p> <ul style="list-style-type: none"> • Consider the provision to meet those needs; • Ensure that the provision is still appropriate • Support students to have realistic aspirations and develop plans on how to transition to this after college. 	
Aims	
<p>The purpose of a Review Meeting will be to explore the next steps for the young person and plan their transition accordingly. The college will also discuss whether it remains appropriate for the young person to continue to have an ECHP or if it should be recommended that it is ceased.</p>	
Objectives	
<p>It is the college responsibility to ensure</p> <ul style="list-style-type: none"> • At least 28 days' notice of planned Annual Review meetings will be sent to the Local Authority, Parents/Carers and others concerned with the welfare and education of the learner. • Great Oaks College will provide all parties with reports at least ten working days before the meeting. • By October half term all Baseline assessments will be completed for new students • All students will have had their annual review chaired by the end of term in December allowing for any missed or unattended meetings to be held on the return from December break. • Meetings decide whether the young person will move to a new course or plan their next transition. • All decisions are made with the interest of the student at the centre. <p><u>Administration of Annual Reviews</u></p> <ul style="list-style-type: none"> • The meeting will involve the learner, purchaser representative and those concerned with the welfare and education of the learner. • A written report of the meeting will be provided to all parties by Great Oaks College. This will be sent to the Local authority within 2 weeks of the meeting. • If the local authority wishes to amend the record it will do so within a further two weeks. • If a student's needs have changed, this will be considered by the authority who decide on the alteration of an EHCP. 	



Approved by Board of Trustees	
Print Name	Killian O'Sullivan
Sign	
Date Agreed	23/7/2024