**Education, Health and Care Plan**

 **Reviews**

From the start of the academic year the college SENDCO will liaise with the relevant local authority regarding arrangements for the Education, Health and Care Plan review.

Firstly, the SENDCO will agree dates with the relevant SEN Officer from the local authority and then the college will write to all parties concerned with the scheduled date and time of review within the academic year. All reviews will be held at Hartlepool College of Further Education unless otherwise arranged with the college SENDCO.

Following on from the review, the local authority will update the plan and send a copy to parents/students to agree the changes/update. Once they receive approval, the final document will be circulated to all parties (within the scheduled timescale).