SAMPLE LETTER OR WORDING FOR EMAIL TEMPLATE INVITING A PARENT TO AN ANNUAL REVIEW

Date:

Dear

RE: NAME’s Annual Review

**(CYP’s NAME) Annual Review meeting will be held on (date) at (time) at (location/via MS Teams/Via Zoom).**

The Annual Review meeting for (child or young person’s name and DOB) will be held on (date) at (time) at (location/via MS Teams/Via Zoom).

To help you to prioritise your level of involvement we believe that your attendance at the review meeting is (essential/helpful).

I am inviting you to participate by: (delete as appropriate)

* Attending the meeting to be held as above.
* Sending a written report to the school/setting/college by (date) report to ensure your comments are fully captured. This will be distributed to everyone invited prior to the meeting.

I look forward to hearing from you.

Yours sincerely

Headteacher/SENCo/Setting leader/Principal

SEND Code of Practice 2015 - Para 9.169-76

* Professionals across education, health and care must co-operate with local authorities during reviews.
* The child’s parents or young person, a representative of the school or other institution attended, a local authority SEN officer, a health service representative and a local authority social care representative must be invited and given at least two weeks’ notice of the date of the meeting. Other individuals relevant to the review should also be invited, including youth offending teams and job coaches where relevant

The school must seek advice and information about the child or young person prior to the meeting from all parties invited, and send any advice and information gathered to all those invited at least two weeks before the meeting.