Digital Annual Review Form FAQs

Is the form for all ages?

Yes, you should use this one form for all ages. You will notice that different questions and upload options become available based on conditional formatting, ensuring you will only be presented with questions that are relevant to the age of the child or young person.

For example, based on date of birth, the preparing for adulthood section will become visible.

How do I upload professional reports?

You will notice that different questions and upload options become available based on conditional formatting. Where appropriate, you will be prompted to upload reports or supporting documents.

For example, if you are recommending that a plan is amended then you will be able to go through each section of the EHC Plan and upload reports as appropriate. If you are maintaining or ceasing, you will be able to upload reports on the next tab where appropriate.

Do I need to send the partially completed annual review form to parents two weeks before the meeting? How would I do this?

According to the SEN Code of Practice, you need to send advice and information to parents/carers two weeks before the annual review meeting, ensuring nothing shared or discussed will come as a surprise to them at the meeting. This information should include professional reports, such as those from EP, SLT, OT, Social Care etc; this should also include reports from the setting that outline information they will discuss in the meeting. You will then be given the opportunity to uploading these reports as part of the digital form, where appropriate.

The annual review form supports conversations about the child or young person's progress towards the outcomes specified in the EHC plan during the annual review meeting. There should also be discussions about any changes needed to the support provided or to the outcomes themselves, with all areas of the EHCP being considered

You do not need to share the digital form with parents/carers before the annual review meeting.

Once you have submitted the digital form following the annual review meeting, you will have the opportunity to download a completed copy of form as a PDF. This PDF document can them be shared with parents/carers.

Can I save the form an come back later?

 Yes, you can save and come back to the form at a later date.

There is a save button at the bottom right of each page. Once saved, you will then be able to access the partially completed form through two methods:

1. You will receive an email with a link which will take you back to that specific form, or

2. You can access all of your forms through this link under 'My requests'. This is also linked onto the Kelsi page so it's easier to find.

 Do I have to save each page?

No, you only need to save when you are about to exit the form. Please note, the form will expire after one hour so please ensure you do save before this. This is to protect the sensitive data populated in the form.

 How do I save my own copy of the form?

Once you have selected 'Submit to KCC', located at the end of the form, you will be given the opportunity to download a copy of the completed form as a PDF.

Can multiple people edit the form at one time?

No, once you have submitted the form and passed it onto someone else only they can access and update the form. You can view your submission by visiting https://kentcc-self.achieveservice.com/MyRequests but you won't be able to update it. This is to make sure there is an audit trail of who made changes to the form and at what time and also to save any errors with duplication through two people editing the form at once.

If you need to add further information to the form after passing on, the form can be passed back to you for you to contribute.

Can we have the students name under My Requests?

Feedback that you would like the students name visible under My Requests is very helpful. This is something we have raised with the providers to see whether it's feasible.

In the meantime, when you save the form, you will be sent an email with a link back to the form. This email will contain the child or young person's name, as well as the FS case reference number.

You can either follow this link or make use of the FS case reference number to identify which form you need under 'My Requests'.

Should I be uploading an amended copy of the EHCP?

No, it is the role of the setting to demonstrate why significant amendments need to be made, but it will be the casework officer who will amend the plan.

Can I change outcomes through this new form?

If you are recommending an amendment to the EHCP, you will be able to record revised outcomes under Section E. In this case, please also ensure you consider whether amendments to section B and F are required.

EHCP's contain long-term outcomes, these should not require updating on a yearly basis. If changes are required to short- or medium-term outcomes, these can be included within your reports/supporting documents.

Do I need to password protect reports I want to upload?

No, since we are using a secure platform for you to upload reports these will not require password protecting.