

IDP Review Process Map

Planned IDP annual review or a stakeholder calls for an early review as the ALP is considered inappropriate.



Agree a PCP meeting date. Send invite letter to all stakeholders and seek their views / advice (using paperwork).



Share information gathered from all stakeholders with parents / Carers / CYP prior to the meeting.



Setting carries out person-centred meeting and ascertains meeting requirements for parents / carers / CYP and how they can be involved (person who holds PR MUST attend). Decision reached.



Yes ALN – setting amend IDP using information gathered and PCP PowerPoint / meeting notes



Setting to issue revised IDP to all stakeholders (no need to share appendices again). Review at least annually and keep ALP under review. Call an early review if felt necessary (see review process map).



No ALN – setting to discuss outcome with parents / carers / CYP. Discuss UP/RA and other plans in place to meet need.



Cease IDP - (send cease IDP letter ensuring rights of appeal noted within)

If it is identified by the school during the PCP process that school cannot meet need, the revised IDP and any meeting notes can be referred to the LA for reconsideration within 20 days.

Remember to pre plan your review dates. Send invites out in good time to ensure the right stakeholders are given enough opportunity to attend, and you have sufficient time to share advice before the meeting. The only time scales involved are ensuring the IDP is reviewed with the 12 months and giving 2 weeks between the draft amended and final IDP's