## **IDP Review 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.

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

Setting to share the draft IDP with all stakeholders. All parties have 2 weeks to comment on draft IDP.



Setting to issue final 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 draft and any meeting notes can be referred to the LA for reconsideration within 20 days.