



## Parent/Carer Guide:

# Preparing for Your Young person's Year 11 Annual Review

*Supporting your journey together at Alt Bridge School*

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### What Is an Annual Review?

An Annual Review is a meeting to look at how your young person is doing and make sure their Education, Health and Care Plan (EHCP) still meets their needs. It's a chance to talk about progress, update goals, and make sure the right support is in place.

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### Why Is It Important?

At this stage in Year 11, your young person is in the last year of their secondary education before onto a post 16 setting. The review helps us to:

- Check progress towards EHCP outcomes
  - Update any changes in needs
  - Set new targets for the next year
  - Plan ahead for future transition to post-16 education and discuss their individual aspirations
  - Hear your views as a parent or carer
  - Celebrate what your young person has achieved
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### Who Will Attend?

- You – your insight is vital
- Form teacher or key staff
- Therapists (if involved) – such as speech and language or occupational therapy
- Local Authority SEND Officer
- Your young person – if appropriate, and with support

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## Looking Ahead: Planning for Key Stage 5 (post-16))

Year 11 is an important time to begin thinking about what comes next for your young person in Key Stage 4. We'll support you in starting these conversations early so that decisions are thoughtful, realistic, and based on your young person's individual strengths and needs.

Here's how you can get involved:

- **Explore Possible Pathways** – Your young person might follow a more academic route, a vocational (practical) pathway, or a life skills-based approach—depending on their needs, interests, and aspirations. We'll help you understand each option.
- **Understand the Whole Picture** – We'll talk about your young person's recent progress and curriculum achievements. But we don't just look at numbers or results — we'll also share observations from staff, examples of your young person's work, and strengths we've seen in areas like creativity, communication, or emotional development.
- **Talk Openly About Strengths and Challenges** – We'll highlight what your young person is doing well and any areas where extra support might be helpful. These early discussions will help shape the right curriculum and qualifications in the future.
- **Ask Questions and Share Your Views** – You know your young person best. Your thoughts and hopes for the future are key to planning the right next steps together.
- **Stay Informed, Stay Involved** – We're here to support you every step of the way. Planning early gives your young person the best chance to succeed in a pathway that suits them and prepares them for life beyond school.

## Planning for the Future: Preparing for Adulthood (PfA)

In Year 11, we begin more formal planning for your young person's future as they move toward adulthood. This is an exciting and important step, and your views are key to helping us shape the right support.

We'll focus on four key areas known as 'Preparing for Adulthood':

- **Employment** – What type of work, training, or volunteering might your young person enjoy or be suited to?
- **Independent Living** – What life skills will your young person need to live as independently as possible?

- **Community Inclusion** – How can your young person be supported to take part in social and community life?
- **Health** – What health needs should we plan for as your young person grows older?

We will also begin involving transition teams and other external services if needed, to help plan the right next steps. Outcomes in your young person's EHCP may be updated to reflect these new goals.

This is a chance for you to share your hopes and priorities for your young person's future. Your input is vital, and we're here to support you in navigating these decisions together.

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## Final Steps: Preparing for Post-16 Transition

Year 11 is a key time for finalising plans for your young person's next steps after school. Whether your young person is moving on to college, Alt Bridge post-16, accessing a training programme, or supported learning, we're here to help ensure the transition is smooth, supportive, and well-planned.

During this review, we will:

- Discuss post-16 destinations – such as college, training or supported internships – and make sure applications or referrals are completed.
- Discuss careers advice and any additional transition support your young person might need.
- Update EHCP outcomes to reflect short-term goals for life after school.
- Review the EHCP provision to check it is still appropriate for your young person's needs in their next setting.
- Make sure the support written into the EHCP reflects what's available and helpful in the new setting—support that enables independence while also meeting individual needs.

We want to ensure your young person enters their next chapter with the right support, a clear sense of purpose, and growing confidence. Your role in this journey is invaluable, and we'll continue to work with you to secure the best possible outcomes.

Leaving Year 11 and moving on from Alt Bridge is a significant milestone for many young people. We understand this can be an emotional and sometimes overwhelming time, and we want to help make it as smooth and positive as possible.

During the Annual Review, we'll talk with you about how your young person is feeling about the transition and what support might be needed to help them prepare. If your young person would benefit from more structured transition support beyond our usual arrangements, we will work with you to co-produce a personalised transition plan.

This plan might include extra visits to the new setting, support with travel training, introductions to new staff, or strategies to manage change and anxiety. Our aim is to make sure your young person feels confident, supported, and ready for what comes next.

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### How Can You Prepare?

- Reflect on the Year So Far – What's gone well? Any new concerns or changes you've noticed?
- Review the EHCP – Note any updates you'd like to suggest
- Think About the Year Ahead – What are your hopes for Post-16 and adulthood? Any longer-term goals (college, life skills, independence)?
- Gather Key Documents – Bring any recent reports or letters (e.g., from doctors or therapists)

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### Your Voice Makes a Difference

We want to hear your views. Your experience and insight help us provide the best support for your young person. If you feel nervous, you're welcome to bring someone along for support, such as a friend or advocate.

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## After the Review

We'll send you a summary of what was discussed and any next steps. This will also go to the Local Authority, who will consider whether the EHCP needs to be updated.

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## Questions or Support?

Please contact your young person's form teacher or our EHCP Clerk, Ms. Silker, if you have any questions before the meeting.

**For parents/carers with access difficulties, we can hold meeting virtually or over the phone if this supports you to access your young person's meeting. We are very keen to ensure that you are there so whatever we can do to support this, please let us know.**

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We're proud to support your young person on their journey. Thank you for being such an important part of the team at Alt Bridge School.