

The West Midlands Regional Partnership Statement Writers Group formed a small subgroup to produce guidance on conducting annual reviews for schools, a pro forma for the head teachers report and a unique pupil Information pro forma that can be pre-populated where appropriate and used as a front page for reports including the Annual Review report. It is hoped that this work will contribute to reducing bureaucracy for schools and provide a format that can be used by all authorities in the region. The West Midlands Regional Partnership will now circulate the annual review guidance, pro forma for the head teachers report and unique pupil information pro forma to all authorities in the West Midlands with a recommendation for adoption by local authorities and schools across the region.

The work will be included as part of a case study on reducing bureaucracy in annual reviews, produced by Gail Trembl, SEN Professional Adviser, DfES, to be published in September, 2006.

Acknowledgements:

The subgroup members are listed below and thanks are due to all members. Particular thanks go to Margaret Carter, Telford & Wrekin and Brian Hepburn, Sandwell for collating and editing the work of the group, also to Gail Trembl for her attendance at meetings and advice.

The 'Unique Pupil Information' sheet is taken from work developed by a Telford & Wrekin LA working party looking at revising their request for statutory assessment procedures and documentation. This group too has a clear aim of reducing bureaucracy.

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