

AREA OF NEED OBSERVED IN CHILD BY STAFF MEMBER OR PARENT.

Stage 1:

Class teacher is responsible for informing the SENCo so they are aware. The class teacher uses strategies from 'Ordinarily Available' in the first instance. Parents to also try strategies at home.

The child's needs are met and the child starts to make progress. Continue with provision.

Stage 2:

There are still concerns even after using strategies. Parents have been informed around the child's barriers. Class teacher completes a 'Pupil Referral Form' and gives to SENCo, outline:

- What support has already been put in place.
- When meetings have taken place with parents.

SENCo to have a learning conversation with class teacher (10 minutes)

Monitoring:

Class teacher continues to monitor (whilst trying strategies). SENCo will agree actions from learning conversations such as pupil observation or book look.

The child's needs are met and the child starts to make progress. Meeting with class teacher and parents- 'Learning Guide' implemented.

Stage 3:

The child is still struggling. Meeting with the SENCo, parents and class teacher. Child is put on the SEND register. One Plan put in place. The child is given a maximum of 3 targets, which will be reviewed 3 times a year. If further concerns, a referral may be made to an outside agency.

The child's needs are met. The child stays in the One Planning cycle.

Stage 4:

After 3 cycles (terms) of One Planning, an Education, Health, and Care Plan application may be made (with parents consent). Evidence of sufficient support must be gained from all stakeholders. There is no guarantee that an EHCP will be granted.

If the child is on track and there are no further actions/concerns, they are removed from the SEND register.