

South Borough Primary School
SEND Process

1. Early Identification -

Class teachers or parents/carers should raise any initial concerns and have a discussion to consider the support required - within the classroom setting. Class teachers will share this information with the SENCo and the child may, at this stage, be added to the SEN register.

2. Assessments and referrals

The SENCo may carry out relevant assessments such as Ravens, EVT, BPVS and Boxall. Referrals to relevant outside agencies may be made, such as Early Help. Paediatrics, CHYPS, Educational Psychology, Social Services and Occupational Therapy Service. This information will be shared with parents and carers by the teacher.

3. Interventions –

Teachers will put interventions in place for a set period of time. Interventions are recorded on a Provision Map. The impact of interventions is assessed regularly.

1. If progress is made teachers will continue with interventions until the child is back on track. The SEN process stops.
2. If no progress is made different interventions are put in place and assessed for impact after a set time.

4. Personalised Plans -

Teachers, parents and SENCo will meet. Where additional support is significantly over and above Quality First Teaching, the class teacher, parents/carers and SENCo would assess the child and a SEN Personalised Plan with specified targets, would be written and agreed with built in review dates.

5. Discuss next steps -

At the review meeting, the Personalised Plan may be removed due to good progress made, or it may continue with the consideration of additional support from outside agencies such as Early Help and/or LIFT (Local Inclusion Forum Team).

6. Local Inclusion Forum Team -

Where there continues to be limited progress the SENCo will complete relevant paperwork and bring the pupil to LIFT (Local Inclusion Forum Team) Specialist Teaching and Learning Service become involved.

7. Specialist will make appropriate observations –

School will follow recommendations requesting any further support and/or additional screens, if required.

8. Final Steps –

If progress continues to be slow or there is a complete lack of progress and an application for an Education Health Care Plan may be considered where sufficient evidence can be provided to the SEN Office.