



SEND process explained



Step 1 - Initial concern:

You and/ or your teacher raise concerns about your child. Concerns are discussed between parents or carers and the class teacher, this may be an informal conversation or at parents evening. The SENCO will be made aware of these early concerns.

Step 2- Teacher adapts:

The class teacher adapts work and / or re- organises classroom support to help your child to make better progress, this may also involve some additional activities for you to do with your child at home.

Step 3- Booster support

The class teacher and/ or HLTA work to support your child to make progress. This may be a half or full term timescale. School resources or expertise may be assigned to deliver this.

Step 4- My Plan or My Plan +

The child's needs are assessed in further detail and a My Plan is developed with the SENCO to support your child. This may involve outside agencies. Your child may stay on a My Plan for a few months or perhaps even a few years in order to support them throughout their time in school. A meeting is held every half term with the teacher, SENCO and parents to set targets for everyone to work towards. Only if their needs cannot be met will Step 5-7 take place.

Step 5- Early Help Assessment

The SENCO arranges a TAC (Team Around the Child) meeting and specialists come along to assess the needs of the child. We may need information from you at this stage to fully understand your child. The information we collect allows us to plan carefully for the needs of your child. An early help referral will be submitted as well as any other additional agencies who may support your child.

Step 6- Education and Health and Care plan

If it has been agreed by everyone at step 5, we will apply for an EHCP. This is where the County Council assess your child's needs and gives the school extra resources to support the child. This process can be lengthy and may not be agreed first time by county. This will involve additional meetings with the SENCO.

Step 7- EHCP is in place

Once we have the EHCP, you will have a copy and have a chance to discuss their targets. The EHCP will be reviewed regularly with both yourself and the child to ensure the plan is supporting the child.

