

SEN PROCESS 2023-24

1. Initial concern for child you feel may have additional needs- Complete CFC form.

All boxes must be filled in about the provision you are putting in place as class teacher, this is over and above Wave 1 teaching (now and next, visual timetable, small groups. Then email this to me so I am aware the child is on the radar.

2. SENCO to then email class teacher a maximum of 4 weeks after to ask teacher to review if there have been any changes.

3. If improvements have been made, no further action needs to be taken.

If there are further concerns or no improvements have been made Senco and complete an observation. At this point class teacher should arrange meeting with parents to discuss concerns and what has been put in place.

4. Class teachers and staff to implement recommendations from SENCO for a max of 4 weeks and then review CFC sheet.

If improvements have been made, no further action needs to be taken.

If there are further concerns SFP to be completed by class teacher and SENCO will arrange meeting with parents to discuss addition to SEN register.

5. SFP medium term outcomes are to be reviewed every half term. Short term targets are reviewed daily/ weekly by any class staff.

If progress is seen, the child will then come off SFP but be closely monitored. They will not be removed from the register at this stage. This will be reviewed after a term.

If little progress is seen discussion around Educational Psychologist maybe discussed.

6. If there has been very little to no progress seen class teacher, SENCO and parents will meet to discuss application for EHCP.

As part of this costed provision map must be completed by teacher to show what provision is being put in place and to support justification for EHCP

7. Application for EHCP in co-ordination with class teacher, parents/ carers.