

Area of need observed:  
Communication and Interaction (C&I), Cognition and Learning (C&L), Social Emotional and Mental Health (SEMH), Sensory and Physical (S&P)

Initial concerns discussed in a meeting with parent/carer and their views captured, alongside child's views, if appropriate. Record on "Referral to SENDCO" document.

Adjustments made to in-class provision using universal strategies and enhanced intervention. Continue to fact find linked to concerns. Record on "Referral to SENDCO" document. Monitor progress over a half term/term.

No – complete referral to SENDCO for further investigation of concerns.

Is the child making progress?

Yes - Continue to use universal strategies and intervention to close gaps. Record on "Referral to SENDCO" document.

SENDCO will review referral form and observe child. Feedback given to teacher and parents/carers, giving further recommendations for provision.

After a half term, SENDCO will meet with teacher again to review the recommendations, provision and child's progress. Feedback given to parents/carers.

No – Teacher to start Personalised Learning Plan (PLP) and share with parents/carers. SENDCO to add child to SEND register.

Is the child making progress?

Yes – continue with successful strategies and interventions. Monitor for continued progress.

Child's Personalised Learning Plan (PLP) is reviewed termly by teacher and adjusted at each review as necessary. Further advice can be sought from SENDCO at any time. PLP shared with parents/carers after each review.

Child's progress continues to be monitored by teacher on an ongoing basis and formally through termly Pupil Progress Meetings. Provision continues to be monitored by the SENDCO.

If the child is still not making progress despite universal strategies and enhanced intervention after two Personalised Learning Plan (PLP) reviews, we may look to refer the child to an outside agency.



Outside agency feedback to SENDCO who relays to teacher and parents/carers. The teacher then ensures recommendations are placed on the child's Personalised Learning Plan (PLP).



Child's progress continues to be monitored by teacher on an ongoing basis and formally through termly Pupil Progress Meetings. Provision continues to be monitored by the SENDCO.



If there is no progress being made after having sought professional advice, and all recommendations being implemented for a minimum period of 6 months, then the child may need further targeted support in the form of an EHCP. A meeting will be held with SENDCO and parents/carers to discuss this process.

Key:

Teacher

Teacher and SENDCO

SENDCO