

### Step 1 – Initial Concern

Parents and/or teachers raise concerns about a child. Concerns are discussed between parents or carers and the class teacher. The SENCo will be made aware of these early concerns via an initial concerns form and checklist that will be completed by class teachers

### Step 2 – Teacher Adapts

The class teacher adapts work and/or puts in additional support to help the child make better progress.

### Step 3 - One Page Profile

A One Page Profile is created to identify what the child finds difficult and where additional support and targets are needed. This is created with the class teacher/child/parents and SENCO.

### Step 4 - IEP

A child's needs are assessed in detail and an IEP (Individual Education Plan) is developed with the SENCo, Class Teacher, Pupil and Parents. School resources and/or expertise may be assigned to deliver the IEP and from now onwards we will use a graduated approach to meeting children's needs.

### Step 5 - Provision and Intervention

A provision map is created by the class teacher to monitor interventions and additional support. School deliver wide variety of interventions to support children's needs.

### Step 6 – Intervention Monitoring

Interventions are monitored by class teachers, TAs and SENCO. Progress will be updated on a weekly basis through the IEP, pupil files and Target Tracker. Data is gathered on a weekly basis by the data manager and given to the SENCO.

Step 7 – Progress improves with additional support. Progress reviewed on a half termly basis with parents, class teachers, pupil and SENCO.

Step 7 - If it has been agreed by everyone we will apply for an EHCP (Education and Health Care Plan) from the County. This is where the County assesses a child's needs and gives the school extra resources to help us to support that child's learning and development. This process takes around 20 weeks from start to finish.

Step 8 – More progress needs to be made and SEN support continues

Step 8 – Targets have been met and the gap between peers has closed. Intervention support can stop.

### Step 8 – EHCP is in place

Once we have the EHCP, parents will have a copy and have chance to come into school to discuss it so that they know exactly what is going to happen. The EHCP will be reviewed at least once a (school) year and everyone that supports the child (including the child and their parents/carers) will be involved in the review to make sure that the Plan is working well.