

SEND Concern Procedure (Parental concern raised)

Parental concern raised

Discussion to be had with class teacher in the first instance

Concern passed to SEND team

*Discussion to be had with SEND team, class teacher and parent
First Quality Teaching to be explored*

Monitoring period for 6 weeks

Child to be observed by SEND team. Class teacher / support staff to be particularly vigilant with any change in behaviour, heightened emotion etc

At the end of the monitoring period:

Parent to be informed of findings. Plan in place for going forward

This plan may include referrals to external agencies for assessments (e.g. The Lighthouse Centre), Interventions in school, a One Plan to be created and/or the child to be named on the SEND register

If concerns are noted in this time by class teacher and/or support staff, an internal SEND referral should be made (please see staff raised SEND concern procedure)

If a parent would like an EHCP applied for, a discussion and decision should be agreed between parents, SEND team and class teacher.

Please note that 3 One Plan reviews would need to have been completed before an EHCP can be applied for.

If a decision is reached that a child requires an EHCP, the information will be gathered and an application will be made within 2 working weeks of the meeting being held.