

SEND Flowchart for Families

Here is a flow chart showing you the steps we take to support children with SEND.

We only move from one step to another if your child still needs more support and is not making good progress.

If your child makes excellent progress, we may decide to move back a step.

You will be involved every step of the way and please feel free to ask us if you have any questions.

Step 1 – Initial Concern

You and/or teachers raise concerns about your child.

Concerns are discussed between parents or carers and the class teacher.

The SENDCo 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.



Step 3 – Booster Support

The class teacher and TA work and/or re-organise support to help boost progress.

This may be a half or full term timescale.



Step 4 – IEP

The child's needs are assessed in further detail and an IEP (Individual Education Plan) is developed with the SENDCo to support your child.

School resources and/or expertise may be assigned to deliver the IEP.



Step 5 – Support from External Agencies

If it is felt that more specific advice is needed to support your child's needs, school will make a referral to external agencies. We will ask for your consent and will explain the nature of our referral.

The SENDCo will then arrange a meeting and invite you and outside specialists to come along to discuss your child's needs, the provision school have put in place and how we can move forwards. We need lots of information from you at this stage to help us to fully understand your child.



Step 6 – Education and Health Care Plan

If it has been agreed by everyone at step 5, we will apply for an ECHP (Education and Health Care Plan) from the Local Authority.

This replaces the old 'Statements of Special Educational Needs' and is where the Local Authority assesses your child's needs and gives the school extra resources to help us to support your child's learning and development.

This process takes around 20 weeks from start to finish and can be quite involved. Don't worry, we will help you through each stage.



Step 7 – EHCP is in Place

Once we have the EHCP, you will have a copy and have chance to come into school to discuss it so that you know exactly what is going to happen.

The EHCP will be reviewed once a (school) year and everyone that supports your child (including you) will be involved in the review to make sure that the Plan is working well.

Who should I make contact with in school?

Class Teachers

Reception: Miss Newsham

Y1: Mr Chambers

Y2: Mrs Rawat & Mrs Ruggieri

Y3: Mr Arrandale

Y4: Miss Reynolds

Y5: Miss Baker

Y6: Mrs Hornby

PRINCIPAL: Mrs Harty

SENDCO: Miss Reynolds

Home School Liaison Officer: Mr Stanton