

Process for SEND Identification at Hamsey Green Primary School

STEPS 1 - 6 APPROX 6 WEEKS

1. You have a concern about a child:
Attention, behaviour, relationships, progress, attainment

2. Gather information
Step back & watch, Talk to the previous teacher, Talk to parent & pupil

3. First Response
Adapt teaching strategies, adapt classroom environment, adapt differentiation

Record concerns on Identification and Assessment of SEND referral & record actions. Discussion at Pupil Progress Meeting (PPM) & record on Class Provision Map

Talk to parent and pupil to keep them informed and involved

4. Problem solved:
No further action necessary. Talk to parent and pupil to keep them informed and involved

4. Still concerned:
Use target tracker to identify child's next step for learning,

Implement a focused intervention with clear objective & time frame
Record on referral to SENCO form & class provision map

Talk to parent and pupil to keep them informed and involved

STEPS 7-9 APPROX 6 WEEKS

9. Progress!
Continue to monitor. If intervention no longer required then cease

Talk to parent and pupil to keep them informed and involved

7. Follow up:
Try alternative suggestions / interventions as discussed with SENCO

Talk to parent and pupil to keep them informed and involved

6. Progress!
Continue to monitor. If intervention no longer required then cease

Talk to parent and pupil to keep them informed and involved

9. No change
Meet with SENCO regarding placing child on to SEN Register.

Discuss & agree ongoing strategies & possible outside agency referrals

Class teacher to arrange meeting with parent/SENCO/pupil if appropriate

8. Evaluate:
Did the intervention make a difference?

Record on referral to SENCO form & class provision map

Provide update at PPM

6. No change
Meet with SENCO

Bring referral to SENCO form & anything else you think relevant e.g. work, behaviour log, PPM action plans, class provision maps

5. Evaluate:
Did the intervention make a difference?

Record on referral to SENCO form. Provide update at PPM

Talk to parent and pupil to keep them informed and involved

SEN SUPPORT

PLAN-DO-REVIEW CYCLE

10. SEN Support
Plan- Do- Review
Meet with SENCO/Parent/ pupil (where appropriate) to discuss/agree strategies, advice, recommendations

Agree the interventions & support to be put in to place with clear date for review.

Discuss inclusion on the SEND register and formally notify parent of this.

11. Individual Provision Map if appropriate
Plan- Do- Review
Record provision on Individual Provision Map with a clear date for review if appropriate. Share with parent and pupil.

12. Evaluate
Plan- Do- Review
Evaluate Individual Provision Map or class provision map

SENCO to evaluate impact of intervention on individuals & groups

Share with parent and pupil for their views

13. Future Action
Revise support in light of pupil progress & development.

Update Individual provision map or class provision map

Share with parents and pupil.



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Key	
Class Teacher	Yellow
Class Teacher with SENCO	Orange