

What do I do if I have a concern or worry about my child?

Contact the school office to arrange an appointment to meet with your child's class teacher.



FIRST CONCERNS

The teacher will complete a First Concerns Action Plan with you to address the concerns around your child.

Teacher will share First Concerns with the SENCO.



After 6 weeks -8 weeks the First Concerns Action Plan will be reviewed by you and the class teacher -via phone or face to face.

If there is no longer a concern the Action Plan will be finished.

If the concern remains the Action Plan will be updated and reviewed again in 6-8 weeks.

If after the second discussion there is no longer a concern, the Action Plan will be finished.



SEN SUPPORT

If there continues to be a concern, then the teacher will arrange a meeting with you both and the SENCO, either face to face or on the phone to discuss next steps.

At the meeting the SENCO may suggest placing your child on the Special Needs Register to monitor their needs more closely and put in place a formalised Special Education Needs Support Plan.

Your permission must be given for this to happen.

Following the meeting the SENS plan will be shared with you – this will have targets for your child in their areas of concern.

You will have 3 formal SENS review meetings a year with the class teacher and SENCO/Deputy SENCo. If there is a concern before the SENS meeting these should be raised with the class teacher and/or the SENCo.



EDUCATION, HEALTH AND CARE PLAN

If your child's needs are complex and this is recognised through the SENS plan and outside agency support in place, the SENCO will guide you through the Needs Assessment Process towards the application for an Educational Health and Care Plan. The final decision for an EHCP remains with the local authority.