

SEND Flowchart for Parents



Here is a flow chart showing you the steps we take to support children who may require SEND provision.

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.

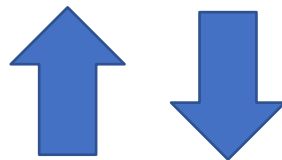
You will be involved every step of the way and please feel free to ask us if you have any questions.

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 SENCo will be made aware of these early concerns. If the class teacher has no concerns about your child in school, they will ask you to contact your GP or Just One Norfolk for advice to support you at home. The GP will often ask the school to complete questionnaires or forms (please pass these to the class teacher)



Step 2 – Teacher Adapts

If necessary, the class teacher adapts work and/or makes reasonable adjustments in the classroom to support your child to make progress. An agreed time frame will be set by the class teacher to review the progress of the adjustments.

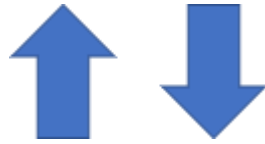


Step 3 – Intervention Support

If the reasonable adjustments are not supporting the child or helping them to make progress, then the class teacher will put in place intervention support to help boost progress. This may be in a small group or on a one-to-one basis.

This may be a half or full-term timescale.

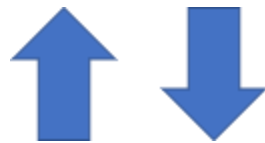
This targeted support will be evidenced on the class provision map.



Step 4 – Support Plan

If more support is required to be put in place and Step 3 is not successful, the child's needs are assessed in further detail and a Support Plan (IEP) is written with the class teacher and SENCo to support your child.

School resources and/or expertise may be assigned to deliver the Support Plan. The class teacher will meet with you to share the Support Plan and discuss progress throughout the year.



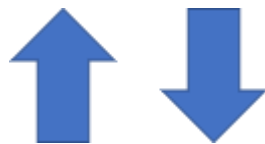
Step 5 – Support from External Agencies (Early Help)

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 SENCo 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 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 the process!



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.

If you have any questions or queries please contact the office.