SEN Flow Chart

Teacher and SENCo discuss findings from LD Baseline Assessment. Decision as to whether child has SEN and if so, at what range agreed. Teacher speaks to child’s parents and gains consent for their child to be on the SEN register. If appropriate, SENCo makes contact with parents to discuss their child’s need and SEN procedures. Teacher uses range guidance criteria (from BSO) to inform target setting on GAP.

No SEN Identified

**Range 4**-GAP reviewed through termly SENCo chaired meetings involving parents and through annual EHCP/Annual Reviews

**Range 2 and 3-**GAP reviewed as appropriate through termly class teacher or SENCo chaired meetings involving parents.

SEN Identified

**Range 1**-Progress reviewed through existing pupil progress schedule within school. Class teacher and SLT responsibility.

Concerns remain. Teacher completes the concerns form and then meets with SENco to discuss whether to use LD Baseline Assessment tool to identify child’s needs. Timescale for review set within 3 weeks.

Child’s needs met. Progress referenced on GAP. Child may continue to need intervention to support their progress. Class teacher responsible for passing information onto SENCo and then continuing to monitor progress.

Ongoing monitoring (by class teacher) of targets and provision outlined on pen portrait with the GAP. Child’s progress monitored closely by class teacher for 6 weeks.

If the concern is raised by an outside agency, if appropriate, the SENCo chairs a meeting involving all stakeholders (including parents) to discuss the concern. If appropriate, the class teacher starts a pen portrait (on the GAP) for the child (outlining what support has been in place and what support has been planned)

If the concern is raised by the child’s parent or class teacher it is the teacher’s responsibility to inform the SENCo and if appropriate the teacher starts a pen portrait (on the GAP) for the child (outlining what support has been in place and what support has been planned). The class teacher also liaises with the child’s parents.

A potential SEN is identified by a parent, teacher or outside agency. Information passed to SENCo.