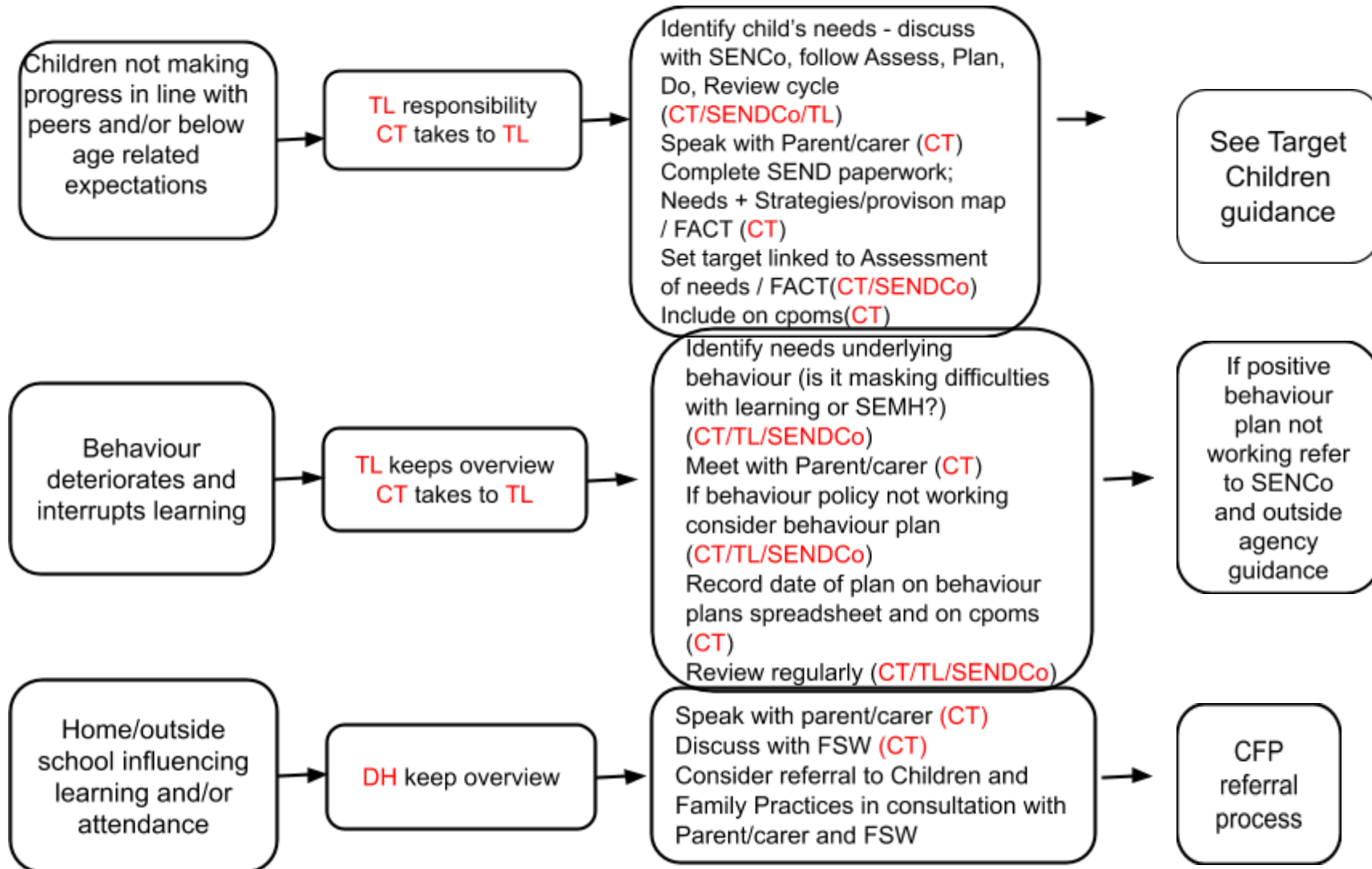


Appendix 1: Identification, assessment and support for children with SEND





Target Children Guidance

- Implement strategies identified from FACT or other sources. (CT)
- Consider intervention programme or QFT. (CT/TL)
- Log all interventions on Pupil Tracker with targets and start and finish dates. (CT)
- Keep evidence of intervention/strategies and progress e.g. TA sheets, planning notes, Needs + Strategies Form. (CT)
- Review 6 weeks after intervention. (CT/TL)

If child still not making progress take all evidence to SENDCo.
Consider Outside Agency involvement (see involving Outside Agency guidance).
(SENDCo)



Involving outside agencies guidance

Ensure Needs + Strategies Form / FACT cycle up-to-date and reviewed
(CT/SENDCo)

Add summary of needs to Child's Needs section on Pupil Tracker. (CT)
(There is no need to complete a new FACT unless child is in a new Key Stage).

Discuss with Parent/Carer and child if appropriate . (CT/SENDCo/TL)
Contact Outside Agency. (SENDCo)

If you have followed target children guidance or you have received a report from health requiring outside agency support (e.g. ASD/ADHD diagnosis, Speech and language , disability (physical, hearing or visual impairment)) and the child is still not making progress.

Ensure you have the evidence from target children showing each stage has been followed. If direct from health make sure you have implemented recommendations from specialist and recorded them. (CT)



SENDCo contacts Outside Agency to discuss referral.
Outside Agency accepts or declines referral.
Consultation / meeting / assessment arranged. (SENDCo)

CT, SENCo meets with Outside Agency and parents/carers. Discussion including any advice on strategies recorded on 'Meeting with Outside Agencies form (CT)
Implement strategies and log on Needs + Strategies Form. (CT)
Outside Agency, SENCo, CT and parents to agree next steps (observation/assessment/consultation)
(SENDCo)

Outside Agency written report received and saved on drive for CT. (SENDCo)
Report shared with Parent/Carer verbally and copy provided. (CT/SENDCo)
Parent/Carer views noted on 'Outside Agencies' form (CT)
Review strategies log and Outside Agency forms and their implementation. Discuss progress with CT.
(SENDCo)

Review progress at least every 6 weeks. (CT/TL)
If child still not making progress take Needs + Strategies Form (Assess, Plan, Do, Review cycle), FACT / FACT Plus with reviewed targets to SENCo. (CT)

Review with Outside Agency and parent/carer. (CT/SENCo)
Update Needs + Strategies Form, continue Assess, Plan, Do, Review cycle. (CT/SENCo)
Consider request for Education, Health and Care Plan assessment - if child's needs meet Local Authority threshold criteria. (SENCo)