



SEN Process

Teachers to identify children with SEN

- Appropriate differentiation. Reasonable adjustment.
- Discussion during pupil progress meetings.
- Use of Cause for Concern form to SENCo for any children who may have an SEN need.

Teachers to create Pupil Passports

- Targets to be SMART targets. Think- what is the impact? How is it measurable? Always have a clear starting assessment and final evaluation completed.
- If it has served its purpose the child will be taken off a Pupil Passport.
- Teachers to meet with parents to share targets and get their views at the beginning of each new term, parent and child to sign. Child should be fully involved in the process and know what their targets are. Parent support at home to be encouraged.
- New Pupil Passport/target sheet to be produced, signed and passed to SENCo by week 3 of each new term.
- Teachers to share targets with all support staff.
- Teachers to follow the graduated approach: Assess, Plan, Do, Review. Pupil passport targets are a working document and to be annotated/changed as required.

Teachers to log interventions

- Appropriate differentiation should be completed to meet children's needs in lessons. Use of distance marking sheet to monitor and address concerns.
- A class timetable for interventions should be created and updated when changes are made.
- End of year transition folder.
- Make sure each child's SEN support overview sheet is completed termly, with any key notes, services accessed and interventions followed.

Graduated response

Child not making progress?



Put in place class support (Do they fit into a group?)

Increased differentiation, reasonable adjustments

Show on class provision/ intervention timetable

Have they made progress and bridged the gap?



No progress. Need support above and beyond.

Use concern form and Speak to SENCo.

Put a Pupil Passport in place.



Assess, Plan, Do, Review



Still no progress?

Addition external support required.

Evidence/ data from Pupil Passport interventions used and collected for relevant agency.