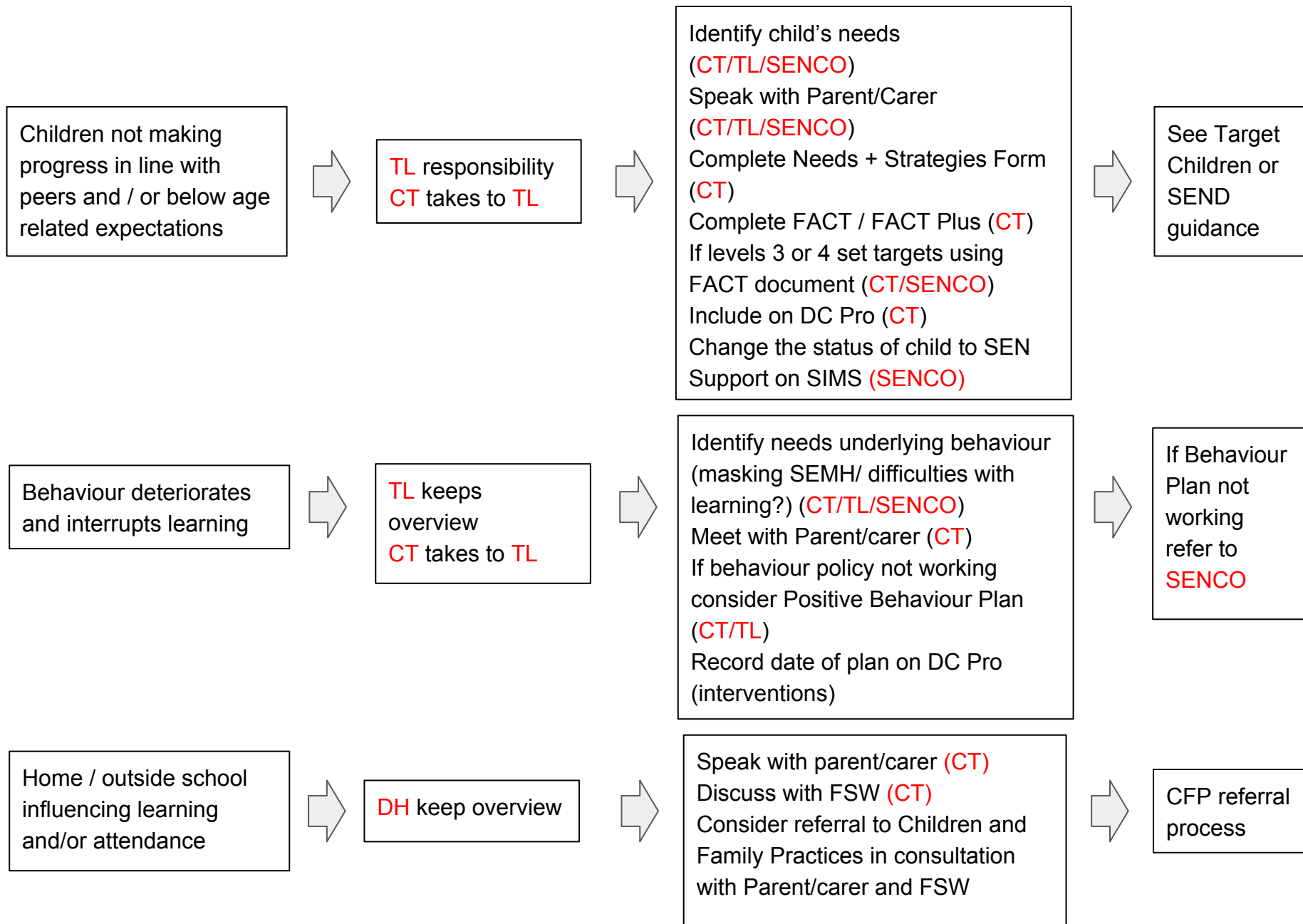


Appendix 1: Identification, assessment and support for children with additional needs / not making progress



SEND / Target Children Guidance

Consider QFT or intervention (CT/TL)
Log all interventions on DC Pro 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 SENCO
Targeted and personalised support (CT/SENCO)
Update Needs + Strategies Form (CT)
Meet with Parent/Carer (CT/SENCO)
FACT targets reviewed, 6 week cycle (CT/SENCO)
Needs + Strategies Form reviewed, 6 week cycle (CT/SENCO)
Consider specialist involvement (SENCO)

Involving Outside Agencies Guidance 1

Complete Needs + Strategies Form (CT)

Review FACT targets if more than 6 weeks old (if in next Key Stage complete new FACT including level descriptors) (CT/SENCO)



Discuss with Parent/Carer and child if appropriate. (CT/SENCO)

Contact Inclusion and Intervention Team Duty Line to discuss referral request (SENCO)



If you have followed target children guidance or you have received a report from health e.g. Speech and Language Therapist, Paediatrician, Occupational Therapist 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

Involving Outside Agencies Guidance 2

Outside agency will contact school to arrange initial meeting with SENCo, parent/carer and CT to discuss referral
(SENCo/CT)

Date recorded on Outside agencies on Needs and Strategies form and DC Pro (CT/SENCO)



CT and SENCO meet 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 and Strategies form. (CT)



Observation/assessment/meeting with outside agency - verbal feedback to CT added to 'Meeting with Outside Agencies form' (CT)

Any additional strategies implemented and added to Needs and Strategies form (CT)

Written report received, shared with CT (SENCO)

Report shared with Parent/Carer verbally and copy provided Parent/Carer views noted on Needs and Strategies form (CT)

Review Needs and Strategies form and outcomes. Discuss progress with CT (SENCO)



Review progress at least every 6 weeks (CT/TL)

If child still not making progress take Needs and Strategies form, including outcomes and discuss with SENCO (CT)



Review arranged with parent/carer (CT/SENCO)

Consider next steps with outside agency (SENCO)