SEND Journey at Burnt Tree Primary School

START

Through assessment, class teacher raises concern despite QFT (quality first teaching)
OR
Parent/carer raises concern

The initial concern is discussed with the parent.
Interventions and in class provisions are agreed.
These are put into place and reviewed after 3-4 weeks.
3-4 weeks

If after 3-4 weeks these interventions and additional provisions have not made an impact, then an Initial Concern Form is completed and shared with SENDCo. Child is put on monitoring list. SENDCo observes child in class and provides feedback to teacher who feeds back to parents.
2 weeks

The class teacher puts SENDCo recommendations in place
6-8 weeks (half term)

SENDCo reviews first cycle of interventions and provisions with class teacher and parent./carer.

Is the child making progress?

Yes—Remain in this stage

No

If after Stage 1 the child is not making progress, then they will need to be placed on the SEN Register as K (SEN Support) in discussion with parents/ carers.

A further cycle of Stage 1 is repeated and the interventions and provisions will be recorded by the class teacher/LSP on Edukey

Child's progress is monitored by the class teacher and SENDCo over a further 6-8 weeks. (half term)
6-8 weeks (half term)

Is the child making progress?

Yes—Remain in this stage

No

If the child is still not making progress, despite Quality First Teaching and two cycles of Assess, Plan, Do, Review, it may be necessary to refer them to an outside agency. This could be:
Inclusion support
Educational Psychologist
Speech and language therapist
Occupational therapist
Paediatrician
CAMHs

Waiting times depend on individual services

Outside agency recommendations are discussed with SENDCo and class teacher. Parents are given a copy of the report. Recommendations are put into place.

6-8 weeks (half term)

Is the child making progress?

Yes—Remain in this stage

No

A review meeting is held with the Outside Agency, SENDCo, class teacher (and parents at parent's evening) to discuss whether the recommendations have had an impact.

If no progress has been made, then it is possible that the child may need more specialist support which can only be accessed through an EHCP (Education, Health and Care Plan)

A CAM meeting (community assessment meeting) is held and information is gathered for an application for an EHCNA (Education, Health and Care Needs Assessment)
Evidence gathering and completing EHCNA documentation can take a further 6 weeks
6 weeks

There is no guarantee an EHCP will be granted. If an EHCP application is successful, then an Annual Review takes place once per year.
If unsuccessful, parents are given the right to appeal the decision

Stage 1

Stage 2

Stage 3

Stage 4

Key:

- **Teacher**
- **SENDCo**
- **Teacher & SENDCo**