



## ALL SAINTS NATIONAL ACADEMY

Teacher worried about pupil

### **STAGE ONE**

Teacher considers how QFT is currently meeting needs and the type of differentiation being applied to allow the pupil make progress.

Teacher completes Early Concerns form - forward to the SEND team.

SEND Team to meet with class teacher - SEND Team provides advice and support to ensure needs are being met.

Pupils may then be placed on monitoring support and STAGE ONE intervention may be applied this could be:

- Intervention programme
  - 1:1 Support
  - Small group work

This programme will run for a six week period - at the end of the six weeks, progress will be discussed with the SEND team and class teacher,.

Dependent on outcomes another six week programme may commence..

Following this 12 week monitoring process progress will be discussed and next steps will be agreed.

Parents will be consulted about this process - contacted by Send Team

Advice from outside agencies may be sought

### **STAGE TWO**

If concerns still continue further discussions will take place and child will be given an I.E.P (Assess, plan, do and review document) and placed on our SEND register.

Parental permission will be required, I.E.P shared and discussed with parent/carer. Parents/carer **MUST** sign the document and given a copy.

This is then used as a working document and kept with supporting evidence in the child's red SEND file. A signed copy of the I.E.P needs to be given to the SEND team.

\*I.E.P's are to be reviewed - shared and signed by Parent/carers - Signed copies given to SEND team\*

\* December

\*April

\*July - Ready to move into new class in September

**Refer to SEND planner**

### **STAGE THREE**

If concerns continue, further discussions with SEND team to take place, this may lead to:

- Outside agency involvement

- Educational Psychologist Support
- Internal/external specialist support

#### **POSSIBLE OUTCOMES FOLLOWING STAGE THREE**

Pupil may continue with I.E.P or SEND TEAM may seek to apply for external assessment leading to an EHCP or high need funding.

It is therefore it is important evidence is collated from the start of this process