

# SEN Referral and Identification

## Cause for concern

**Referrers:** parents/carers, any member of staff, external agencies, pre-defined needs i.e. upon initial entry to school/info from previous setting



**Information gathering:** Ensuring that parents/carers give permission for and are fully informed at all stages, the Inclusion Manager gathers information from all relevant persons and through her own observations, on the presenting concern. She then explores what provision is currently in place for that child. If further differentiation is needed or if there is a temporary circumstance in the child's life that needs special consideration (e.g. the birth of a new baby), then this is factored in. If however the child clearly needs something different from and additional to what is provided for the rest of the class and over a longer time span, then this child may be considered as having special education needs.

## Child's Special Educational Needs identified or explored further

**School Action (SA):** It is agreed with parent/carer that their child will be supported at SA on the school's SEN register. This means that the school will make reasonable adjustments to provision for the child to support the particular concern that the child presents e.g. a child who may be isolated and struggles with friendships may benefit from a social skills group or 1:1 time with the Learning Mentor.

No progress

**School Action Plus (SA+):** Agreed with parent/carer that child will be supported at SA+ on the school's SEN register. This means that the parents give permission for an external agency to support the school's provision for their child, through assessment, advice and recommendations. Any external agency is accessed through a Common Assessment Form (CAF), which the Inclusion Manager will explain and jointly fill in with the parent/carer

progress  
No

### No longer cause for concern:

Review held with parents, child is taken of the SEN register or moved to SA

Progress

### Statutory Assessment Application (SA1):

Review held with parents, despite support from external agencies, child's needs still present as severe, long-term and complex, all persons agree the need for an application for a statement. Inclusion Manager writes up application with evidence and submits to panel.

### SA1 agreed:

Evidence warrants assessment- may/may not lead to a Statement of Special Educational Need

### SA1 not agreed:

Continue at SA+. Consider re-submission following recommendations from the panel.

Progress

### No longer cause for concern:

Review held with parents, child is taken of the SEN register