



## Westlands Primary School

### SEND Process

#### **1. Early Identification -**

Class teachers or parents/carers would raise any initial concerns and have a discussion to consider support required - within the classroom setting. Children may then be added to the class provision plan, should interventions be necessary. Class teachers would share information with the Inclusion Team and the child may, at this stage, be added to the SEN register.



#### **2. Individual Support Plans –**

Where additional support, over and above Quality First Teaching is recognised; the class teacher, parents/carers and school Inclusion Team would assess the child and a SEN Personalised Plan with specified targets, would be written and agreed – with built in review dates.



#### **3. Discuss next steps –**

At the review meeting, either: removal of the Personalised Plan due to good progress made, or proceed with the plan and consider additional support from outside agencies such as Early Help and/or LIFT (Local Inclusion Forum Team).



#### **4. Complete the Early Help/LIFT consent forms-**

Identify appropriate professionals to refer to and feedback provided to parents/carers of the next steps – this would take place with the Inclusion Team.



#### **5. Specialist will make appropriate observations –**

School will follow recommendations requesting any further support and/or additional screens, if required.



#### **6. Next Step –**

Decision to close the Early Help process or request assessment from further outside agencies such as paediatricians (this cannot take place without LIFT involvement).



#### **7. Final Steps –**

Application for an Education Health Care Plan - may be considered – where sufficient evidence can be provided to the SEN Office.