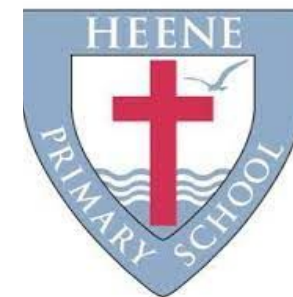


# Parent and Pupil Road Map - Procedure to be taken if you have concerns



Child not attaining or presenting with possible special educational need - Parent contacts class teacher or vice versa

1. Class teacher to have informal discussion with SENDCO to agree appropriate part of roadmap to follow (may vary according to need)

CYCLE ONE: Class teacher to meet with parents and share concerns. Class Teacher to complete the SENDCo Referral Form and identify areas of concern and what strategies have already been tried (OIAP)

2. SENDCo to create actions and monitor along with the Class teacher for a half term (6 weeks)

3. Class teacher to review after 6 weeks and discuss progress from last meeting. In some cases the SENDCo may be included in this meeting

Child makes progress

Continue with Quality First Teaching (OIAP) and previously agreed support.

4. CYCLE TWO: If the pupil is still requiring more support than is considered OIAP. Class teacher to complete an ILP and Provision Map (Advice from the SENDCo where needed)

5. Class teacher to complete an Individual Learning Plan and Provision Map and discuss targets with Parents (Advice from the SENDCo where needed).

Child makes progress

Continue with Quality First Teaching (OIAP) and previously agreed support. Complete a 2nd Cycle of ILPs and Provision Maps (APDR)

6. Class teacher to review after 6 weeks and discuss with SENDCO the pupil's progress. If this is on an upward trajectory the ILP should be reviewed after a further 6 weeks.

7. SENDCO to complete appropriate assessments eg. class observations, review of class work and any testing agreed with parents.

SENDCO and class teacher to meet with parents to discuss the results of the assessment and agree possible actions. This could be further assessments, specific interventions or a referral to an outside agency. At this point, the child may be added to the SEND register.

Review ILP and Provision Mapping and agree support to be actioned by the class teacher and supported by the SENDCO and monitor for a term.

SENDCO and class teacher to share progress and any advised strategies received from outside agencies with parents.

Child makes progress

Continue with agreed actions and monitor

Put advised strategies in place and monitor for a term.

SENDCO and class teacher to share progress and any advised strategies received from outside agencies with parents.

Child makes progress

Continue with agreed actions and monitor

SENDCO to re-refer to outside agency or consider referring to other agencies.

SENDCO to consider applying for EHCNA.

SENDCO actively involved at this stage.

