

SEND Support

AS A PARENT / CARER, HOW DO I RAISE MY CONCERNS IF I FEEL MY CHILD HAS SPECIAL EDUCATIONAL NEEDS?



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SENDCo

Raise your concern with the class teacher in the first instance.

HOW?

Face to Face - during periods of drop off / collection **OR**
Via email hello@bgp.hsll.academy
Subject - FAO Name of class teacher

At Burton Green Primary School, all SEND concerns will be responded to as soon as possible.

Although the SENDCo's working days are part-time, another member of staff will aim to contact you by the end of the week that the concern has been raised.

* Please note that longer meetings may be arranged with class teachers via this communication channel *

All SEND related discussions will be recorded by the class teacher and those that require further exploration by the SENDCo will be logged by the class teacher using the internal reporting system.

All SEND concerns will be triaged by the class teacher, SENDCo and other relevant parties, if appropriate. All referrals will then follow the relevant pathway.

The teacher will feedback to parent/carer in relation to reasonable adjustments that can be made to support your child via quality first teaching in the classroom.

The SENDCo will feedback to the parent / carer if further exploration of the raised concern may be required. Permission will be sought at this stage.

The class teacher will continue to monitor the progress of the child and liaise with parents / carers.

The SENDCo will feedback to the parent / carer the outcome of the explorations.

If limited progress is being made by the child, the class teacher will make a referral to the SENDCo via the internal reporting system.

The SENDCo will discuss with the parent/carer whether the child should be placed on the SEN register **

Each cycle of assess plan do review (APDR), as stated in the pathways (above and right), should take between 6-12 weeks.

The SENDCo will complete all relevant paperwork (Passports and Learning Plans) in liaison with parent/ carers and class teachers where appropriate.

The SENDCo, class teacher and other adults delivering additional interventions will monitor the child's progress and communicate with parent/carers.

Special Educational Needs: Code of Practice 2015

What is Special Educational Needs (SEN) defined as?

A child has SEN where their learning difficulty or disability calls for special educational provision, namely provision that is different from or additional to that normally available to pupils of the same age.

**The different Stages of the SEN register

Monitoring (M)

Inclusive, quality first teaching for all with reasonable adaptations.

SEN status (K)

Provision that is different from or additional to that normally available to other children.

EHCP status (E)

Statutory provision - additional, highly-personalised provision and / or interventions.