SEN Flow Chart

Rosecliffe Spencer Academy

Member of staff raises concerns that a child has or may have SEND

Parent raises concerns that a child has or may have SEND

If Class Teacher/TA informed, liaise with SENDCO. If SENDCO informed, liaise with Teacher/TA to ensure team are aware.

Implement Quality First Teaching Strategies to support the child

Speak to Principal/SENDCO for help to identify strategies, if required

Quality First Teaching strategies implemented. Still have concerns?

Complete Rosecliffe SEN concern internal referral form. Use Staff SEND information sheet to help you if needed.

*Discussion with parent, **must** take place at this point.*

Quality First Teaching strategies implemented. Child is making progress in area of concern.

Continue with Quality First Teaching strategies.

Monitor child and restart Flow Chart if new concerns arise.

Child will be added to internal inclusion minutes to discuss Class Teacher, Teaching Assistants and Parents **concerns** and agree next steps.

Class teacher will be informed of next steps.

Child <u>not</u> added to SEN register.

SENCO and Principal to support staff with strategies and interventions.

Child added to SEN register.

- *Class teacher to create IEP in partnership with SENCO and parents/carers*
- *IEP to be reviewed alongside school IEP cycle*
- *Parents **must** be informed that their child has been added to the register –SENDCO to use letter template on staff shared drive*
- *Class Teacher, Teaching Assistant, SENCO and Principal to identify next steps in partnership with parents/carers*
- *Child added to SEND Register and SEND tracking spreadsheet – SENDCO*
- *SEN file to be started for the child, within their school file*

Further concerns that school support and interventions are not sufficient?

- *SENDCO to monitor and that support is in place informing conversation with Class teacher.*
- *Class teacher to speak to SENDCO to discuss onwards referrals to external agencies*

If concerns persist, despite external support and funding.

SENCO to consider application for HLN or EHC plan.