APPENDIX A

SEND referral process at Town Close School

EYFS

Children come into Nursery and Reception and staff undertake baseline assessments within the first six weeks of the term. Any child who needs further investigation/ analysis and discussion with teachers will be brought to the attention of the Learning Support department. If necessary, the flow chart procedure shown below will be instigated. Analysis of the whole cohort is undertaken to highlight any weaknesses and to plan interventions if necessary.

From Year 1

Pass on concern, in writing, to EB.
EB sends out checklist for teacher to complete
On receipt of completed checklist, observation arranged
EB feedback to teacher
Assessment
Results
High quality teaching and universal inclusive practice should address issues
Meeting arranged between parents, class teacher, EB
Child added to SEN register
Monitor
Action plan /pupil passport
Review after short intervention: 6-8 weeks
Continue support and/or alter support