

## SEND Parental Concerns:

### Steps to take if you are concerned your child may be struggling

#### Step 1: TALK

- Discuss your concerns with your child's class teacher. They know your child best.
- Ask for a telephone call with the class teacher.
- Email your concerns to the school office who will forward your email on to your child's class teacher. [office@abbotsgreenacademy.co.uk](mailto:office@abbotsgreenacademy.co.uk).

#### Step 2: LOOK

- Class teacher will make observations and assessments.
- Class teacher and SENDCo will look at the findings together.
- Class teacher will put provision in place to support the areas of difficulty and review after a term.

#### Step 3: TRY

- Reasonable adjustments may be made within class.
- Your child may be involved in an intervention group.
- An online intervention may be set up.

### If none of the above are having a positive impact. Your child will receive SEN school support

#### Step 4: IDENTIFY

- In-school screening may be used to identify specific difficulties.
- Referral to health professionals may be made with parents/carers.
- SENDCo may seek advice from an outside agency.

#### Step 5: ASSESS, PLAN, DO, REVIEW

- Parents/carers, teacher and child will set up pupil passport targets.
- The SENDCo will advise on the targets and provision within the pupil passport.
- Plan reviewed termly (3x a year) and new targets set if required.

### If SEN school support is not supporting your child's progress, an Educational, Health and Care Plan (EHCP) will be considered

#### Step 6: REQUEST an EHCP

- Repeat steps 4 and 5 twice, building evidence.
- Actively work with specialists.
- Complete an EHCP referral with parents/carers incorporating the pupil's views.