

SEND Process

Stage 1

Review Quality First Teaching Strategies (**BERA**)
Complete the **Early Monitoring Forms**
Meet with **parents** Agree **next steps**
Check the child has had a hearing test and eye test



Stage 2

Early monitoring forms reviewed by inclusion team and
actioned over 3 months
Teachers and SENCo complete relevant checklists and
assessments



Stage 3

Review provision
What do the assessments/checklists show?
Does the pupil fit the criteria for SEND Support?
Complete first section of **POP** with parents



Stage 4

POP review meeting with **Class Teacher and Parent** (SENCo
if needed) 3 x a year
Refer to appropriate outside agency



Stage 5

SENCO to collate evidence for **Element 3 Funding / Dual
placement**
EHCP request
Annual Person Centred Review (including child's view)