

Process for Identifying Pupils with Special Educational Needs at Culcheth Community Primary School

Step 1: Quality First Teaching

Quality First Teaching ensures high quality, inclusive teaching for all pupils in a class. This can include pupils accessing additional support from teaching assistants or specialists.

Step 2: Monitor and Review

Progress is monitored and reviewed regularly. Termly pupil progress meetings are held with senior leaders.

Step 3: Recording and Informing

If any concerns develop, the SENCO will be informed and a meeting will be held with the parents.

Step 4: Watch and Wait

The pupil may be placed on a 'Watch and Wait' list. During this stage, their progress is monitored closely and potential barriers to learning will be identified.

Step 5: Adaptations and Interventions

If a pupil remains a concern, adaptations and interventions will be carefully planned for. These are monitored regularly. At this stage, they may be placed on the SEN register under 'SEN Support' and all targets will be shared with pupils and parents.

Step 6: Plan, Do, Assess, Review

All pupils on SEN Support have an Individual Education Plan (IEP) with SMART targets that are reviewed regularly. Interventions are adapted if they are no longer effective.

Step 7: Additional agencies and Specialists

At this stage, a referral to an appropriate outside agency may be made. Parental consent is needed for all referrals.

Step 8: Application for Educational Health Care Plan

At this stage, an EHCP request can be completed. This requires parental consent and support and will include all relevant information including an up to date Educational Psychologist assessment. Information on EHCPs can be found on Warrington's Local Offer:

<https://www.mylifewarrington.co.uk/kb5/warrington/directory/localoffer.page?localofferchannel=0>

Step 9: Educational Health Care Plan

If an EHCP is given, we will follow Warrington Local Authority guidelines. If the EHCP is not given, we will either gather further information and send the request again or continue on step 6 and 7. An annual review will be held for all children with an EHCP. Following this, the EHCP will either be maintained, ceased or amendments will be made.