

**SEND/INCLUSION referral form completed:**

Demonstrating what has been already put into place – staff to have expressed concerns to parents regarding a barrier to learning and evidence of High Quality Teaching and Learning and of Quality First Teaching strategies put into place.

Inclusion Team to support if necessary

Inclusion to liaise with safeguarding team and FLO. Look at history and provision. Inclusion team and teacher discussion (can be over email) to look at concerns – Wave 1 and 2 provision map planning. Place on Monitoring or SEND list depending on need. Parents informed by referrer.

Observation by Inclusion team or check in to familiarise

Feedback given to teaching staff after observation/check-in. Inclusion Team to give actions for Wave 1 and 2 interventions/personalised Quality First Teaching strategies

Discussions after a period of time (approx. half term) with staff involved (inclusion staff and FLO if nec) to discuss progress of actions and any additional support needed

'About Me!' created and placed on Provision Map and shared with all staff involved. Key contact/trusted adults given to young person for 'check ins'

Meeting with parents, Inclusion and Head of Learning, if necessary, to discuss concerns and plan how to move things forward. Can also be completed via email

Wave 3: Longer term targeted provision:  
For example, Access arrangements, SpLD, SALT intervention etc... Consider EHA to be offered and initial meeting planned, 'About Me!' updated – assessed after half a term

SALT referral and Assessment – Communication profile completed and implemented by trained LSA / OT / External agency involvement

EP referral: Assess, Plan, Do, Review cycle (including TAC meetings and outcomes)  
EHCP considered, collated and applied for.

**\*\*NB** Communication with parents/carers regularly and recorded on SIMS P360. Regular communication with Head of learning and staff.

