

Identification of need - Initial concern to SENCO involvement

Stage	Action	Documentation
1. Initial - Log initial concern	<ul style="list-style-type: none"> ● Meeting with class teacher & parents/carers to discuss concerns. ● Teachers to complete the 'gathering information' form together with parents/carers. ● Communicate with parents that a 6 week monitoring period will now begin and give out parent/teacher observation sheet (outlined below) 	Log as a communication
2. Monitoring - 6-week dual observation	<ul style="list-style-type: none"> ● 6-week dual observations – class teacher & parents/carers to complete observation tools. 	Parent/teacher observation sheet
3. Diagnostic - Completion of diagnostic tools	<ul style="list-style-type: none"> ● Teacher to liaise with SENCO regarding outcomes of observations and agree the most suitable diagnostic tool. ● Second meeting with class teacher & parents/carers to discuss outcomes of observation and next steps - diagnostic tool. ● Diagnostic tools given to be completed. 	Diagnostic tools Log as a communication
4. SENCO review - Recommendations, actions & next steps	<ul style="list-style-type: none"> ● Diagnostic tools returned to SENCO. ● Next steps agreed e.g., referral, SEND register etc. ● SENCO/class teacher to give feedback to parents. 	Diagnostic tools Log as a communication