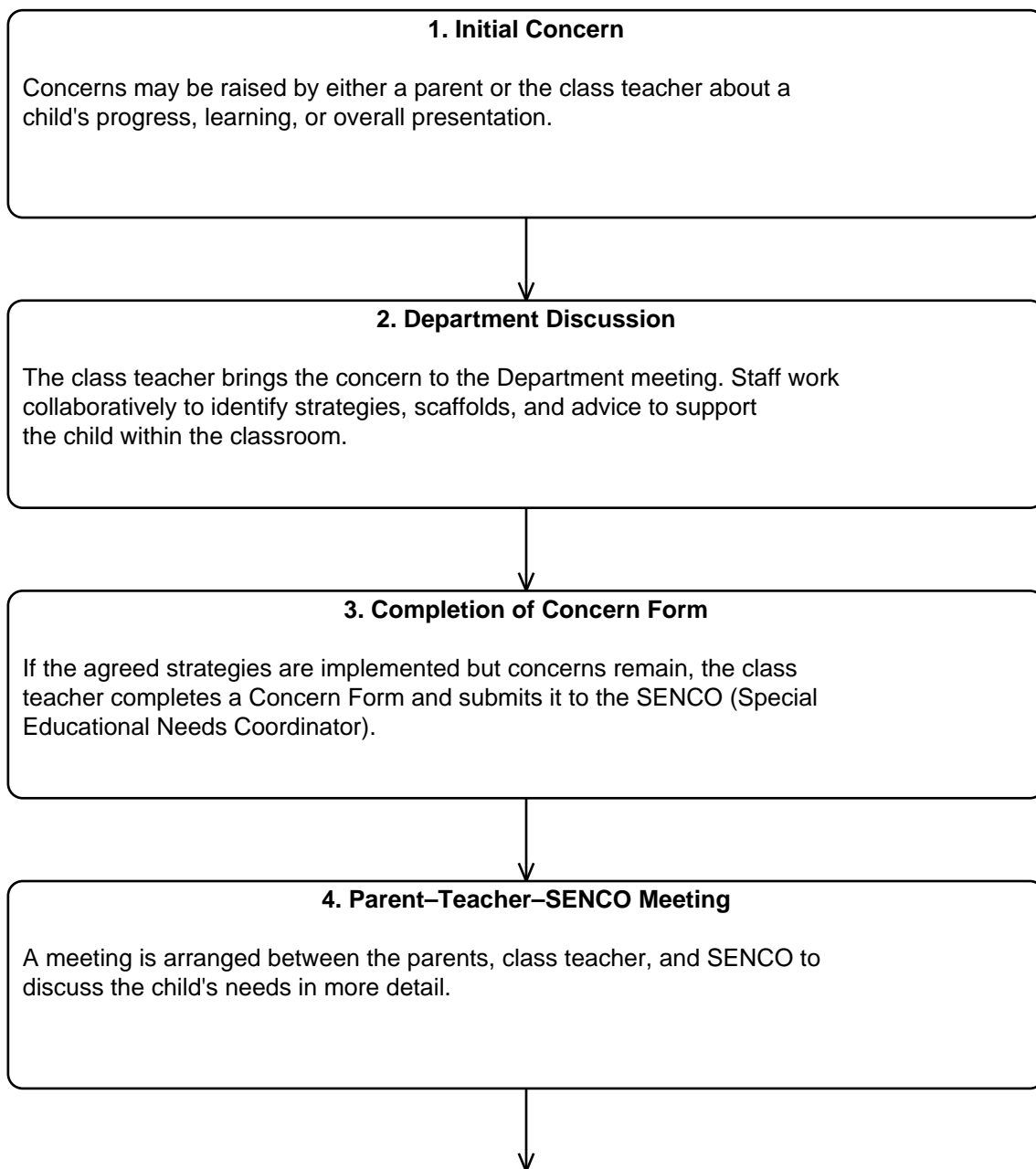


Special Educational Needs (SEN) Process at Galliard Primary School

The following outlines the process followed at Galliard when a concern arises regarding a child's progress or presentation in school.



Special Educational Needs (SEN) — Continued

5. Information Gathering and Next Steps

During the meeting, relevant family history and background information are collected. Next steps are discussed, which may include referrals to external agencies or professionals for further assessment or support.



6. SEN Register and Individual Education Plan (IEP)

With parental consent, the child is added to the SEN Register. The class teacher creates an Individual Education Plan (IEP) with SMART targets (Specific, Measurable, Achievable, Relevant, Time-bound). The IEP is reviewed and shared with parents each term.



7. Further Support and Assessment

If the child's needs are significant and limited progress is made after two IEP review cycles, the SENCO will discuss with the parents the process of applying for an Education, Health and Care Plan (EHCP) or referral to specialist services.



8. Reviewing SEN Status

If the child makes sustained progress and no longer requires additional support, the teacher discusses removal from the SEN Register with the parents and informs the SENCO.