

SPECIAL EDUCATIONAL NEEDS AND DISABILITY REFERRAL PROCESS JOHN LOCKE ACADEMY

John Locke is a **fully inclusive school** which prides itself on the high level of support offered to each and every pupil and family.

We believe that all children have the ability to achieve and become valuable members of society provided they have the correct support and positive influences.

REFERRAL PROCESS

Teachers raise a concern via a 'Cause for Concern' form.

Referrals may also come from parents, either via a Cause for Concern form completed in consultation with the class teacher or via a direct meeting with the SENCo (Ane Choudhry).

INFORMATION GATHERING

We ensure that parents / caregivers give **permission** for additional assessments and involvement from other healthcare professionals.

Parents / carers are kept fully informed at all stages of the referral and SEND assessment process.

They are partners in this process, as are the pupils.

AC (SENCo) gathers information from all relevant parties.

There will be a review of current provision for the child - Quality First Teaching, small group interventions and support at home.

We will then plan specific differentiated provision for the child.

Where a specific need is anticipated or recognised, the child will be added to the SEN register and an individualised plan will be put in place to ensure good levels of progress and attainment (Wave 2). Targets will be set and reviewed at least half-termly to ensure progression.

If a pupil clearly needs something different from and in addition to what is being provided for the rest of the class and over a longer time-span, then we might consider the child as having a Special Education Need and may begin formal assessment to develop an Education Health and Care plan with other specialists.