

SEN Register

Pupil/Parent/Teacher has concern about the progress/performance of a pupil

Actions by Teacher

- Gather information from additional observations on the child/young person and discuss with the child/young person as appropriate
- Discuss with parent to establish any underlying reason for the difficulty. For example, medical issues such as vision or hearing
 - Liaise with relevant school staff/health professionals/other settings as appropriate
- Decide on and implement steps to address the child's/young person's difficulty in learning and keep a record of all actions

Actions by School

- Facilitate consultation between teacher and other relevant school staff
- Ensure appropriate whole school educational provision is being implemented
- Ensure that the teacher has been provided with the appropriate advice and training and that it has been implemented

Allow a suitable time-period to ensure that all appropriate whole school educational provision has been implemented

- Teacher and other relevant staff evaluate the impact of the actions taken to assess if the child/young person has made progress
 - As a result of the evaluation, consider one of the following outcomes and actions:



No longer a concern or child/young person making progress

Child's/young person's lack of progress is not related to SEN, for example; pastoral/medical/child protection/newcomer. appropriate action including record keeping is taken by relevant school staff in line with school policy /guidance

Lack of progress relates to SEN.

Pupil is added to SEN register, parent meeting and Pupil Passport is created.