**What do I do if I have a concern or worry about my child?**

Contact the school office to arrange an appointment to meet with your child’s class teacher.

The teacher will monitor the concerns, carry out observations and assessments.

If the concern remains the teacher may recommend that your child is placed on First Concerns.

**EDUCATION, HEALTH AND CARE PLAN**

If your child’s needs are complex and this is recognised through the SEND plan and outside agency support in place, the SENCO will guide you through the Needs Assessment Process towards the application for an Educational Health and Care Plan. The final decision for an EHCP remains with the local authority.

**FIRST CONCERNS**

The teacher will complete a First Concerns Action Plan with you to address the concerns around your child.

Teacher will share First Concerns with the SENCO.

After 6 weeks -8 weeks the First Concerns Action Plan will be reviewed by you and the class teacher -via phone or face to face.

If there is no longer a concern the Action Plan will be finished.

If the concern remains the Action Plan will be updated and reviewed again in 6-8 weeks.

If after the second discussion there is no longer a concern, the Action Plan will be finished.

**SEN SUPPORT**

If there continues to be a concern, then the teacher will arrange a meeting with you both and the SENCO, either face to face or on the phone to discuss next steps.

At the meeting the SENCO may suggest placing your child on the Special Needs Register to monitor their needs more closely and put in place a formalised Special Education Needs Support Plan.

Your permission must be given for this to happen.

Following the meeting the SEND plan will be shared with you – this will have targets for your child in their areas of concern.

You will have 3 formal SEND review meetings a year with the class teacher and SENCO. If there is a concern before the SENS meeting these should be raised with the class teacher and/or the SENCo.

If there is no longer concern about your child - your child will be formally removed from a SEND plan at the next SEND meeting.