



SEN Graduated Response

Stage 1

- **The Quality First Classroom (Universal provision)**
- *Responsibility: Class Teacher*
- Implement all strategies from Summercroft Ordinarily Available Provision Stage 1 document*

Stage 2

- **The Initial Concern**
- *Responsibility: Class Teacher*
- If Stage 1 provision is not effectively supporting a pupil's needs, use the Individual Support Strategies Checklist (ISSC)* to trial new strategies for the child and monitor their impact
- Class teacher to have an initial conversation at this stage
- Timeframe: approx. 6 weeks

Stage 3

- **Referral to SEND Team**
- *Responsibility: Class teacher and SENCo*
- If the strategies from Stage 2 have not effectively supported the child to make progress in their area of need then a referral should be made to the SENCo
- The annotated ISSC should be sent to the SENCo with any additional supporting information
- SENCo and class teacher to discuss next steps (this may involve trialling different strategies in Stage 2 or moving to Stage 4)

Stage 4

- **Individual Support Plan (ISP)**
- *Responsibility: Class Teacher and SENCo*
- If agreed with SENCo at Stage 3 then the child will be added to the SEN Register under 'SEN support' and parents will be informed by the class teacher
- The Assess Plan Do Review (APDR) document for a child identified as SEN support is called an ISP at Summercroft
- The ISP will be written by the class teacher, with support from the SENCo, and discussed with parents and the child
- Teachers should refer to the Summercroft Ordinarily Available Provision Stage 4 document* when writing the ISP
- This will be reviewed termly in a meeting with parents and the child

Stage 5

- **Ongoing Concern**
- *Responsibility: Class Teacher, SENCo and Parents*
- If the strategies from Stage 4 have not effectively supported the child to make progress after an annual ISP cycle then a referral to outside agencies and/or an EHCP may be discussed
- ISP outcomes and strategies may be revised or, if agreed by SENCo and parents, an EHCP application will be made
- If ISP outcomes and strategies are revised then return to Stage 4 for another ISP cycle
- If an EHCP application is made and is successful, move to Stage 6
- If an EHCP application is unsuccessful then return to Stage 4, implementing external agency advice if applicable

Stage 6

- **EHCP**
- *Responsibility: Class teacher and SENCo*
- Once the EHCP has been finalised, the child will move to the 'EHCP' section of the SEN Register
- Level of funding and support required to meet EHCP provision will be discussed between SENCo and SLT
- The Assess Plan Do Review (APDR) document for a child with an EHCP is called an EHCP Overview document. The SENCo will create this and an EHCP setup meeting will be held between SENCo, class teacher and parents
- This document will be reviewed termly with class teacher and parents. One of these termly meetings will be the annual review with the SENCo, class teacher and parents.