

## Stage 1 School Process Flowchart (Primary)

### Child placed on SEN Register (stage 1)

- Ensure correct SEN category/ies
- Update SMS

(Identify)

### Teacher liaises with LSC

- Develop and implement a PLP to support the child
- Outline stage 1 provision being used to support child
- Meet with parents to discuss the provision being made for the child through the PLP
- If required, ask parent to contact health for medical information
- Assess advice and/or training available from EA's plan of arrangements and health - implement and monitor
- Implement the PLP and share with relevant school staff/professionals where necessary

(Plan, Action, Monitor)

### Monitoring

A suitable time is required to ensure stage one provision has been implemented drawing from the school's special educational provision map

(Monitor)

### Evaluation and Review of Actions by Teacher and LSC

- Teachers and LSC evaluates PLP to decide if progress have been made or if the child is developing well towards meeting their expected outcomes
- Teacher in consultation with child, parents and LSC, review PLP to consider any new needs and agree next steps

(Evaluate, Review)

As a result of the review, consider one of the following options:

#### Stage 1 no longer required

The child has made progress and can now move off the SEN register and continue to be monitored at whole school level.

#### Remain at stage 1

Concerns continue to persist. The child has made some progress but continue to have SEN that needs further stage one provision. Update PLP and continue to monitor, evaluate and review

#### Consider stage 2

The child has not made progress despite stage 1 provision being made. LSC and teacher to complete **stage 1 to stage 2 Checklist** before taking the following actions:

- Discuss with parent that the child may benefit from external provision and seek consent
- Refer to the CoP and EA Plan of Arrangements for seeking external provision
- Submit the referral to EA external special educational provision and/or other external provision as appropriate
- Update PLP at stage one including details of referral to EA

## Stage 1 to Stage 2 Checklist (Primary)

When deciding whether a child needs external Stage 2 special educational provision, the following should be considered:		Tick if in place	Comments on progress to date
1.	The child's attendance at school (provide % attendance)		
2.	Up to date PLPs which have been implemented, <b>monitored</b> , and <b>reviewed</b> to address the <b>identified</b> needs of the child		
3.	Has the school provided appropriate stage 1 support drawing from their provision map and <b>evaluated</b> this to assess if the child has made progress?		
4.	School based evidence/data, e.g. attainments in relation to the Northern Ireland Curriculum and standardised test results or profiles		
5.	Has the school implemented and <b>monitored</b> the advice/training offered by EA/Health to support the child's needs?		
6.	The views of parents in relation to their child's progress has been sought and they agree external provision may be required moving forward		
7.	The views of the child have been sought, including personal perception of their strengths/difficulties. These have been discussed and recorded.		
8.	Consultation and agreement between the class teacher, LSC and relevant EA SEN Service to determine whether school delivered special educational provision to date has been appropriate and if external special educational provision may be required		
<b>If moving to external special educational provision at stage two the following actions should be taken:</b>			
A.	Seek parental consent for further investigation of the child's educational needs		
B.	Refer to the EA's plan of arrangements for seeking stage 2 special educational provision		
C.	Submit the referral to EA for external special educational provision and/or other external provision as appropriate		
D.	Update the child's stage 1 PLP and keep an appropriate record of all actions taken, including details of the referral for stage 2 provision		
<b>Completed and signed by class teacher in collaboration with the LSC:</b>		<b>Date:</b>	