



SEND Paperwork Overview

For parents and carers



If you would like further clarification, please contact the school SENCo.



EHCP

End of Key Stage outcomes.

Written by the LA with clear targets based on reports from professionals.

Targets reflect what pupils are working towards by the end of the Key Stage.

Targets are reviewed at the pupil's annual review.

To be amended as required. Usually, at the end of Key Stage (or sooner if pupil needs change).



ANNUAL REVIEW

A review of the year for pupils with an EHCP

End of Key Stage targets from the EHCP document are reviewed and the next year's provision is planned.

Parents, pupils, SENCO, staff and other professionals meet to discuss what is going well and any amendments needed.

To be completed yearly or less than a year if a change to the EHCP is required - e.g. change of school or more funding needed.



ONE PLAN

Termly outcomes.

If the pupil has an EHCP, the targets are broken down further to form termly targets which work towards end of key stage outcomes.

Pupils without EHCPs may have an IEP with termly targets and how they will be achieved.

The One Plan outlines resources and interventions.

To be completed termly. Pupil's with a One Plan are on our SEND register.



ONE PAGE PROFILE

Individual information for all adults working with a pupil.

This document provides key information and is completed with the pupil to outline important areas of their needs and provision that all adults need to know. For example, communication needs and medical overview. It may or may not include targets.

To be completed annually with the pupil and updated termly if a change is required.

SEND register status not always needed for a pupil to have a OPP.