UP HOLLAND HIGH SCHOOL
Dedicated to Excellence

SEN PROCESSES AND PROCEDURES 25-26

How do we identify a Special Educational Need at Up Holland High School?

Staff member or parent raises a concern regarding a student. Staff should complete the student concern form through Synergy. If a parent or student raises a concern, then a member of the Learning Support Team or relevant staff member will raise a form through Synergy.

SENDCo or relevant of the team will alert parents of concern.

SENDCo/member of the team with gather information to determine appropriate action, depending on the nature of the concern. This information might be from any of the following methods: observations, round robin, discussions with teachers and parents.

Student may undergo school-based testing. If this is the case, the results will be relayed to staff, students, and parents and appropriate support/ QFT strategies will be put in place.
No further action necessary

At this stage it may be appropriate to make a referral to an outside agency.

Some students won't require any extra intervention at this stage and if this is the case, they will come off the process here.

For some students, a SEN support plan might already be in place. Targets and interventions will therefore be added to their plan and monitored this way.
Additionally, depending on the level of need, the K status may be given straight away.

The SEND Support plan will be monitored throughout the year, with targets being reviewed at learning support appointments

If the student makes the expected level of progress and there are no further concerns, they are taken off this level of support and the plan will be archived. This will be communicated to parents.

Students remain at K status and an SEN support plan continues to be in place. This is shared with staff and reviewed 3 times throughout the year.

If the students make consistent progress against their targets and no consistent intervention is needed beyond QFT, the student can come off the SEN support level (N)

The student has made progress but only with the support given. They require the continuation of the additional support. The school is able to provide this support and feel that nothing additional is required. The student therefore stays at K and has a SEN support plan, which is reviewed three times a year.

If the student is still struggling, an EHCP application is considered.