

## School Action and School Action Plus

### A Guide for Parents/Carers

All children are individual and develop and learn at different rates. If you or the school are concerned that your child is not making adequate progress it is possible that they may have special educational needs. The Special Educational Needs (SEN) Code of Practice sets out a graduated approach that recognises that children learn in different ways and can have special educational needs.

Schools:

- must have a written SEN policy and all schools must report on this policy in their annual report to parents;
- have a duty to inform parents if their child has special educational needs and of the special (additional) provision being made;
- will have a member of staff appointed as the Special Educational Needs Co-ordinator (SENCO).

What can the SENCO do to help?

The SENCO will liaise with the class teacher/subject teachers and:

- help to decide if your child has special educational needs;
- take the lead in further assessment of your child's strengths and weaknesses;
- plan future support for your child;
- ensure that appropriate records are kept of their progress;
- help to write an Individual Education Plan (IEP) in conjunction with you/your child;
- ensure that appropriate school staff talk to you;
- advise and support other school staff members.

What is School Action?

Your child's teacher or the SENCO will collect information about your child which may include additional information from you or other people who work with your child in school. He/she will discuss with you if they think your child has special educational needs and what extra or different help is needed. This is called School Action.

What is an Individual Education Plan (IEP)?

An IEP should be developed at this stage and will include information about:

- 3 or 4 short-term targets (or small steps) that your child can achieve;
- what extra or different help should be given;
- how often your child will receive the help;
- who will provide the help;
- how and when your child's progress will be reviewed;
- what help you can give your child at home.

The school will review the IEP at least twice a year and ideally termly. You will be invited to take part in the review process and the setting of new targets.

School Action will continue until it is no longer necessary or if it is decided that your child needs further support.

What is School Action Plus?

If there are concerns that the progress your child is making with support at School Action is not adequate, the SENCO will ask your permission to seek further advice from external support services. This is School Action Plus. Schools in Bradford are provided with additional funds for pupils with SEN in order that they can ask for

help from, for example, Specialist Teachers or Education Psychologists. In addition schools can seek help from a Speech & Language Therapist or other health professionals.

An IEP will be developed using this additional advice. You will continue to be involved, and your child's progress will be regularly reviewed and recorded as at School Action.

For more information contact:

Parent Partnership Service  
Special Educational Needs Team  
Your school's SENCO

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