

Special Educational Needs (SEN) Support

Information pack for parent/carers

Contents

What is SEN support? 1

What does the Law say about SEN support?..... 1

What’s the process for getting SEN support?4

What SEN support should I expect for my child?.....5

For further information and support.....5

What is SEN support?

- SEN means Special Educational Needs.
- Some children need extra help to learn at school.
- SEN Support may help children to succeed in class.

This help can include:

- Working in a small group
- Having extra help from an adult
- Using special tools like coloured overlays or laptops
- Having a learning plan made just for your child

What does the Law say about SEN support?

Chapter 6 of the SEN and Disability Code of Practice 2015 states that SEN support:

- Schools must support children with special educational needs (SEN), with or without a formal diagnosis.
- This applies to mainstream schools (not special schools).
- Under Section 66 of the Children and Families Act 2014, schools must use their “best endeavours” to meet SEN requirements. Failure to do so, or to make reasonable adjustments under the Equality Act 2010, may be considered discrimination.
- Parents must be included in all decisions.
- Students should also be listened to.

Schools must:

- Check children’s skills when they start school,
- Watch how they are doing over time,
- Help when a child is not making progress.

There are **four broad areas of SEN need**. Children may have needs in multiple or other areas. Schools must plan for each area and ensure staff are trained.

- **Communication and interaction** – trouble talking or understanding others
- **Cognition and learning** – learning things more slowly
- **Social, emotional and mental health** – struggles with behaviour, anxiety, or emotions
- **Sensory and/or physical needs** – issues with hearing, vision, or movement



SEN support should follow a graduated **Assess, Plan, Do, Review** approach:

- **Assess** – The teacher and SENCO look at what help is needed
- **Plan** – The school and parents agree on what support will be given
- **Do** – The school gives the support
- **Review** – Everyone checks how it's going and makes changes if needed

This cycle should happen every term if possible.



What's the process for getting SEN support?

If you think your child needs SEN support, you can ask the school to arrange a meeting to discuss their needs and progress. These meetings may include:

- Regular check-ins with teachers to ensure your views are heard and included in planning support
- Reviewing individual support plans to outline specific help needed.

You can verbally request a meeting; however, it is sometimes better to send a letter or email to school, addressed to the SENCo (example letter below).

Example letter/email

Dear *(name of SENCo)*

(Date)

I am concerned about *(child's name, date of birth and school year)* as *(he/she)* *(does not appear to be making progress at school/is struggling with)*

Therefore, I would like a meeting to discuss this and to review *(his/her)* progress. I would like *(his/her)* class teacher to be present, as well as *(e.g. the teaching assistant/SSW worker etc)*

I would particularly like to discuss the following: *(examples include...*

- The levels he/she is currently working at. Is he/she at the expected level for their age?
- He/she appears to have fallen back in some of his levels.
- What additional help is he/she receiving in school?
- Is there any further help that can be given?
- Do you think we need to consider statutory assessment?)

I look forward to hearing from you regarding a date and time for this meeting. You can contact me on *(contact telephone numbers)*.

Yours sincerely *(your name)*

What SEN support should I expect for my child?

SEN support can include:

- Working in a smaller group.
- Extra adult help in class.
- Special learning tools (like visual aids or computers).
- A quiet space to work or take breaks.
- Help with behaviour or social skills.
- Speech and language therapy.

You can also check if your Local Authority have any information on Ordinarily Available Provision in their school via their local offer.

For further information and support

Click on the linked text below:

- [What are special educational needs](#)
- [How should your nursery, school or college help?](#)
- [The 'best endeavours' duty](#)
- <https://www.ipsea.org.uk/Pages/Category/service-overview>
- [Find your local IAS service](#)