

## **SEND Support Record**

- You will need to gain parental permission to start this record. Parents **MUST** be involved and consulted at all stages, and they will need to sign the record.
- The child now needs an individual file containing the SEND Support record sheets.

*At this stage targets must be drawn up if the setting is making provision that is additional to or different from that made for the other children.*

## SEND Support Record



**\*Only complete this form if a child starts/ transfers to the setting with an outside agency already involved e.g. SaLT, OT, Physiotherapist**

|   |                                     |                                    |
|---|-------------------------------------|------------------------------------|
| <b>Name of child:</b>   |                                     |                                    |
| <b>Date of birth:</b>   | <b>Age:</b>                         | <b>y</b> <b>m</b>                  |
| <b>Pattern of attendance (number of days/half days, consistency of attendance):</b>                     |                                     |                                    |
| <b>Does the child attend another setting:</b>   | <b>Yes</b> <input type="checkbox"/> | <b>No</b> <input type="checkbox"/> |
| <b>If yes, name of setting:</b>   |                                     |                                    |
| <b>Number of sessions at that setting:</b>  |                                     |                                    |
| <b>Strengths:</b>   |                                     |                                    |
| <b>Medical Information as appropriate:</b><br>(indicate agencies involved and brief outcome of reports) |                                     |                                    |
| <b>Discussion with Parent(s)/Carers:</b> (indicate if pupil is a Child in Care)                         |                                     |                                    |
| <b>Signed:</b>  | <b>Signed:</b>                      |                                    |
| <b>(Manager/SENCO)</b>  | <b>(Parent/Carer)</b>               | <b>Date:</b>                       |

## **SEND Support Target Plan**

- Identify at least 2 targets (no more than 3). Use guidance/recommendations from outside agencies if available.
- The targets must be
  - S** Small (Specific)
  - M** Measurable
  - A** Achievable
  - R** Realistic
  - T** Time related
- Make sure parents agree to targets and sign the forms. Targets can be shared between home and setting.
- Set a date for reviewing the targets (6 weeks)

## **SEND Support Review**

- Consider the targets set previously. Any unrealistic targets should be broken down into smaller more achievable steps. Targets showing a small measure of progress and are partially met could be repeated but with a change of focus.
- If the child has achieved the targets then set new ones.
- Set another review date (usually 6 weeks)
- You can have as many reviews at SEND support as required as long as you feel you are meeting the developmental needs of the child.
- If you are no longer concerned about the child's development then you may decide to close the SEND Support Record. The Record needs to be confidentially stored and passed on to the next setting when the child leaves (with parental consent). Continue to monitor the child's learning and development.
- If you are more concerned about the child's development then you **may** consider completing a CAF to identify appropriate outside agencies for support (e.g. Early Years Qualified Teacher, SaLT, Health Visitor/GP).
- For further advice from an Early Years Qualified Teacher please complete a **Request for Observation** form.
- Make sure that parents/carers are involved in any discussions and decisions, that they contribute to writing and reviewing targets and sign the reviews.

Parents/Carers must be involved with every review. Invite them to a meeting to discuss progress at a mutually convenient time. If that is not possible they **MUST** sign the Review Form and agree to the targets set.

## Early Years SEND Support

## Target Plan



|                                 |             |   |                            |
|---------------------------------|-------------|---|----------------------------|
| <b>Child's Name:</b>            | <b>DoB:</b> | <b>Setting:</b>   | <b>Target Plan Number:</b> |
| <b>Key Person/Supported By:</b> |             | <b>Area of Concern (please indicate):</b> <i>Communication &amp; Interaction, Cognition &amp; Learning, Social, Emotional and Mental Health, Sensory and/or Physical Needs.</i> |                            |
| <b>Start Date:</b>              |             | <b>Intended Review Date:</b>  |                            |

| <b>What does the child find difficult?</b> | <b>Target</b> | <b>Who is going to help? When?<br/>What resources will the adult need?<br/>What does the adult need to do?</b> | <b>What does the child need to do to succeed?</b> |
|--|---------------|--|---|
| 1.   |               |  |   |
| 2.   |               |  |   |
| 3.   |               |  |   |

|                |                        |
|----------------|------------------------|
| <b>Signed:</b> | <b>(Manager/SENCO)</b> |
| <b>Signed:</b> | <b>(Parent/Carer)</b>  |



