



## SEND Referral System Using the Graduated Approach

1. Class Teacher raises concern about a student to their Subject Leader / Curriculum Director and QFT strategies employed. The Subject Leader / Curriculum Director will support the Class Teacher as required. Evidenced by input onto SIMS by CD / SL to track intervention taken place.
2. If QFT strategies employed are not effective, the Subject Leader / Curriculum Director will inform the relevant PWC by **filling out the SEND Referral Form**
3. The PWC will collect further information regarding the student as appropriate and **add / attach to the form**
4. The PWC will meet with student to discuss successful strategies and barriers to learning and **adds to the form**
5. The PWC will communicate with parents (e.g. telephone or face to face) to discuss the concerns raised and **adds to the form** . PWC / Student Support creates a MAP of low level anxiety. Tutor informed and monitors. Updates entered on SIMS and copied to PWC to track intervention.
6. If further intervention is needed, The PWC informs the SENDCO and **passes on documentation.**
7. If QFT can be met in the classroom, the SENDCO **produces a My Profile** with the student. This is added to the **students linked documents on SIMS**. Relevant teaching staff are informed. Tutor and PWC informed and tutor will now take the lead on reviewing the profile. They are responsible for inputting relevant information on SIMS when they have discussed the My Profile with the student through mentoring. Information on SIMS send to PWC and SENDCO as appropriate.
8. If QFT cannot be met in the classroom, the SENDCO will complete an **Initial Needs Assessment** and **produce a My Plan** with external agencies. A **My Plan summary** is added to **the students linked documents on SIMS**. Relevant teaching staff are informed. This is reviewed by lead Practitioner at approx 12 week intervals.

## Further Information

If a student's needs are still not being met at My Plan Level, they will be moved to a My Plan +. On the rare occasion, a student may need to be supported via an ECHP. This will secure greater provision and support for the student.

Implementation is monitored by the SENDCO via learning walks and tutor mentoring. Subject Leaders / Curriculum Directors to monitor via learning and teaching meetings. PWC's to monitor at data entry points. Information will be shared with the SENDCO to triangulate the success of the strategies being employed. Impact is also measured by data input at data drops

## Useful links

[Glos Families Directory](#): use the Information for Practitioners link

## How we refer and support SEND students in Gloucestershire



