



4. How will the school know if my child needs extra help and what can parents do if they feel their child may have SEN?

If we think your child needs extra support we will always talk to you about this.

- We will use our school tracking system to monitor the progress and attainment of every pupil.
- At the end of each half term pupil progress meeting are held to review this.
- If a pupil's attainment is significantly behind their peers, significantly behind national expectations or they are failing to make the expected progress, a discussion will be held with SLT and SENCO.
- The Class teacher and the SENCO will then use the Birmingham Language and Literacy toolkit/tracker to determine the level of provision that is required.
- Information will be gathered from the class teacher and parents to determine whether the child should be placed on the SEND Register.
- Your child's teacher will talk to you about your child's progress and if they would benefit from additional support.
- Agreed targets and support will be set by class teacher and shared with parents. Progress will be reviewed after a set time period.
- The SENCO will liaise with the appropriate external support agencies for advice.