Department of Education
www.education-ni.gov.uk

The SEN Support Process



A Guide for Parents and Carers

The SEN Code of Practice (CoP) sets out how the identification, assessment and provision of support is made for all children or young people who have or may have SEN at some time in their school careers, or even earlier. There are 3 stages of the new Code of Practice, detailed below.

Stage 1 In-School Support[1]

The school will make adjustments or provide services for your child to help with their special educational needs (SEN).

- If your child has been identified as having SEN, your child will be added to the SEN Register, after discussion with you.
- Every child will have their own Personal Learning Plan (PLP) setting out the additional help and support they will receive from the school. You will be kept informed about the type of support in place for your child.
- Support may include reasonable adjustments and additional strategies and approaches aimed at meeting your child's educational needs.
- Your child's PLP and the progress they have made, as a result of the support provided, will be reviewed with you and your child at least twice a year, or more frequently, if appropriate.

1 *Not all children will go through each stage of the SEN process. The majority of the needs of children with SEN will be met by the school at Stage 1 of the SEN Code of Practice.*

Stage 2 In-School and External Specialist Support

The school will continue to support your child with SEN, alongside specialised support provided by the Education Authority (EA) and/or Health.

- To access support at this stage, the school will make a Request for Involvement to the EA Local IMPACT Team. If this request is accepted and your child or young person is receiving support, they will move to stage two on the SEN Register. At this stage, there will be close involvement between you, the EA and the school.
- Your child's PLP will be updated to reflect the additional help and support to be provided. The PLP and their progress, will be discussed with you at least twice a year.
- In the event your child is not making progress, despite accessing external support, consideration may be given to making a request for a Statutory Assessment (SA). This decision will be made in conjunction with you, your child and the school.



Stage 3 Statement of Special Educational Needs (SEN)

Following statutory assessment, the school and the EA must support your child as detailed in your child's statement of SEN. Additional support may also be provided by the Health and Social Care Trust (HSCT).

- Your child's statement sets out the help and support that will be provided by the school, the EA and the HSCT and will name their school placement.
- Your child's statement is a legal document.
- Your child's PLP will be updated to show the support set out in their statement.
- Your child's statement must be reviewed annually by those working with your child. The review will check whether progress is being made and that the placement and provision remain appropriate. You and your child (where appropriate) will be fully involved in these discussions.



Key Information for Parents and Carers

Role of SENCos

While their role may vary from school to school, their main responsibility is to support your child by ensuring the right help and guidance are in place. They must also:

- Maintain the school's SEN Register and oversee your child's records.
- Provide advice to your child's teacher on creating and maintaining their PLP.
- Ensure your child is involved, as appropriate, in decisions about their education.
- Work to secure support for your child from the EA and other professionals, where appropriate.
- Make sure you are kept informed of your child's progress and are actively involved in creating and reviewing their PLP.



What is a PLP?

- A PLP is a document which describes what difficulties a child is having, includes their expected outcomes for learning, and what the school is doing to support them and help them make progress. It will outline the type of the provision planned and what it will look like, who will be involved and what special equipment or resources will be used.
- Every child on the SEN Register should have a PLP.

Who can request a Statutory Assessment (SA)?

A request for a SA can be made by:

- You as a parent, directly to the EA.
- Your child's school (with your consent).
- A Health Trust professional (Pediatrician or Allied Health professional) or,
- EA's Educational Psychology Service.

Where can I access help

Education Authority (028) 8241 1286
SEND Central (028) 9031 7777
Option 1: Statutory Assessment and Review Service (for children undergoing SA or who already have a Statement)
Option 2: General SEND Support and Advice
Option 3: Education Psychology Service
Transport helpline: (028) 9598 5959
send.eani.org.uk

Dispute Avoidance and Resolution Services (DARS)
Tel: (028) 9072 6060
Email: DARS@globalmediation.co.uk
globalmediation.co.uk/DARS

Special Educational needs Advice Centre (SENAC)
Tel: (028) 9079 5779
senac.co.uk

Children's Law Centre
Tel: (028) 9024 5704
Email: info@childrenslawcentre.org
Freephone advice line: (0808) 808 5678
Advice: chalky@childrenslawcentre.org
childrenslawcentre.org.uk



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