



6.1 South Glos SEN Forms Overview Guidance

This document provides an overview of the SEND forms that can be found in the toolkit within Section 6, and ways that they can be used to support CYP with SEND.

The forms are organised into sub sections, to make it easier for leaders, teachers and practitioners to navigate.

Sub Sections

SEN Support Forms (6.2 – 6.3)

This section contains two forms. Both forms can be used for any pupil with SEND (including those pupils with an EHCP). The 'My Support Plan' form aims to ensure the voice of the CYP and parent/carer is central to the process, and throughout the assess, plan, do, review cycle. This plan will be a useful, practical document for any adult working with the CYP within the school environment. The 'My Support Plan with Wider Assessment' form can be used when a pupil has more complex needs and/or when there is a range of agencies involved in supporting the CYP. This will help ensure a 'tell it once' approach for CYP and their parents/carers.

Which form should I use?

For the majority of CYP, the 'My Support Plan' form will be used. Practitioners, in partnership with CYP and parents/carers can decide to use the wider assessment form if this is deemed necessary and helpful for identifying needs and supporting the effectiveness of the assess, plan, do, review process.

EHC Needs Assessment Forms (6.4 – 6.8)

This section contains all the forms that will be needed when an educational setting, parent/carer or CYP (if over the age of 16) submits a request for an Education, Health and Care Needs Assessment Request to the Local Authority.

EHCP Annual review Forms (6.9 – 6.12)

This section contains all the forms that will be needed as part of the annual review process, if a child or young person has an Education Health and Care Plan. The parent/carer contribution and CYP contribution forms will ensure best practice in keeping the voice of the family at the heart of the process.

The South Glos Way: A SEND and inclusion toolkit for South Gloucestershire education settings and professionals

Other forms and policies (6.13 – 6.19)

This section contains a range of forms and policies that will support SENCOs, teachers and support staff in working with CYP and their parents/carers to ensure pupils needs with SEND are fully met and will support the setting in ensuring it is fully inclusive.

Inclusion/SEND School Improvement Tools

The Inclusion Health Check (6.13) and the Whole School SEND Review (6.14) are evaluative school improvement tools to help leaders reflect on and plan for the development of SEND and inclusion within their school.

Accessibility Audits and Risk Assessments

If a pupil has a physical and/or sensory need and is new to your school, the whole school (6.15) and individual pupil (6.16) accessibility audits can be used to support schools in improving inclusion and adapting the physical environment, resources, curriculum and all aspects of school life, to meet a CYP's needs.

Following completion of the audits, an individual SEND pupil risk assessment (6.17) should be carried out. Where appropriate, there may also need to be a Personal Care Plan (6.18) completed, in partnership with the CYP and parents/carers.