

Special Education Needs (SEN) procedures at Hornbill School

A Brief Guide for Parents



Before admission

Contact the school (office.hornbill@sceschools.com).
Collect together all the information you have.
We will start to plan for your arrival and if necessary seek advice from SCE.

First term

A range of assessments will be carried out to identify your child's curriculum levels and next steps.

The Inclusion Leader or the Inclusion Support Leader will meet with you to talk about your child's SEN provision.

Targets will be set by the class teacher. If appropriate, additional provision will be allocated following discussions with you and the class teacher and recorded in an Individual Education Plan (IEP).

If appropriate, the Inclusion Leader, the Inclusion Support Leader, with your permission, will refer your child to outside agencies like Speech and Language, Educational Psychologist.

Every term

The Class Teacher, Phase Leader and the Inclusion Team together review the on-going assessments and use this information to differentiate planning and allocate resources.

Parent Consultations are organised every term. Parents are invited to meet with their child's Class Teacher and with the Inclusion Leader or the Inclusion Support Leader.

Formal assessments in reading, writing and maths are completed every term and this evidence is analysed at Pupil Progress Meetings. The current IEP is reviewed and new targets in learning for each child are identified, discussed and agreed with parents in a review meeting.

SCE's Pupil and Family Services team visit Hornbill at least twice a year. There will be an opportunity for parents to meet with them. Reports following visits are shared with parents and teachers and a copy of the final report is given to parents. Reports inform next steps in school provision.

On transition

All relevant paperwork for your child's new school will be collated.
The Inclusion Leader will contact the receiving school to make transition as smooth as possible.

SCE Pupil and Family Services, at the request of the school, contact the new school/SENCo to ensure smooth transition.

It is strongly recommended that parents register their child with CEAS. They provide excellent support and advice about education for service families
<https://www.gov.uk/childrens-education-advisory-service>