

Sevenoaks Inclusion Guidance

*** Concern with attendance or behaviour identified**

Document concern following school behaviour policy

Child's Name: _____

Child in Care? Yes / No

ASSESS and PLAN in liaison with parents/ staff/child with advice from PIAS as necessary

Initial meeting with parents	Yes
Additional in-school support	Yes
SEN screening / assessments	Yes
Use of Pupil Premium	Consider
Staff training needs	Consider
Risk Assessment	Consider
SEN / Vulnerable register	Consider
LIFT referral	Consider
EH referral	Consider
Child Protection referral	Consider
School nursing referral	Consider
** Refer for medical assessments / advice if appropriate	Consider

****Medical referral includes referring for Speech and Language, ASD, ADHD, OT, CAMHS, Paediatrician assessments**

SUPPORT WITHIN SCHOOL

DO Implement Plan / PSP for up to a term

Monitor Plan (PSP) or targets set and amend as necessary using review / PSP documentation

Document all dates and meeting minutes

If yes

If no

REVIEW

Check Behaviour logs

Complete review of targets in plan /PSP documentation

Behaviour improved

Consider closure of Plan / PSP and taking off SEN register

No/little progress on targets

ASSESS AND PLAN— Refer (or re-refer) to LIFT, put on SEN register, meet with parents/staff/child

**Medical referral	Consider again
Early Help referral	Consider again
Put on SEN register	Consider again
LIFT referral / (re-referral)	Yes / (Consider)
STLS SEMH Case-list	Consider as part of LIFT referral
Tracks / Rosemary Centre referral	Consider as part of LIFT referral
EHCP	Consider if difficulties are long-term/complex
Managed move	Consider if everything else has been tried and/or relationship with parents has broken down

SCHOOL AND EXTERNAL SUPPORT

Implement and Monitor PSP/STLS documentation for up 8 weeks (1 term)

Review impact LIFT advice /specialist recommendations / interventions and complete PSP/STLS review documentation

No or little progress on targets

Concern improved
Consider in-school monitoring / STLS closure

***If Serious Concern / Repeated Exclusion / Possible Permanent Exclusion at any point contact Sophia Obee, Provision Inclusion and Attendance Service (PIAS) 03000 413945 for legal advice and support regarding ways forward**