

**Exceptional Action and Record of Need Process**

**Week 0-2**

**Week 2-3**

**Request Received**  
 The SEND Team writes to the school and the parent to acknowledge that a request for Exceptional Action (EA) assessment has been received. A check is made to ensure that all information is included in the referral form to determine if an assessment can progress to panel.

**Decision made**  
 The SEND Request Panel will consider the request for assessment together with any additional information provided. The SEND Team communicates to parents and the applying school letting them know if the EA assessment will be carried out or not.  
**If the assessment is not agreed the SEND team will write to parents to explain the reason**

**If assessment is NOT agreed**

The parent and the school must understand through working with the SENCo and member of the Inclusion Team why the application was unsuccessful and what action must be taken to continue to meet the child/young person's (CYP) needs through a graduated response. Where appropriate, if a resubmission is relevant within a set period.

**If assessment is agreed**

**Week 3-4**

**Week 4-11**

**Assessment Phase**  
 The SEND Team writes to explain the next steps and requests parent views. Formal update reports are requested from all professionals involved. Professionals have 6 (term time) weeks to provide their reports. The SEND Team will collate the information and advice received into a Summary of Assessment which will be circulated in the agenda for the SEND Outcome Panel.

**Week 11-12**

**Assessment Outcome/Consideration of a Record of Need**  
 The SEND Outcome Panel meets to consider all the available information and professional assessments to decide whether to issue a Record of Need (RoN).

**Week 12-13**

**Week 13-19**

**Agree to proceed with a RoN**  
 The SEND Team will inform Parent and School of the decision. Details from the professional reports and EA submission are transferred into a draft RoN including a High Needs Banding (A-G). RoN is quality assured and sent to parents for comment. The SEND Team may meet with parents to discuss the content.

**Decision NOT to proceed with a RoN**  
 The SEND team will inform the parent and school of the decision. Opportunities to discuss other ways to support the CYP are provided.

**If RoN is NOT agreed**

The parent and school must understand through discussion with the SEN Team who represent the panel why the EA assessment did not warrant a RoN and what action they must take to continue to meet the CYP needs. Where appropriate, what alternative methods of support are available.

**Week 19-20**

**RoN Plan finalised and shared**  
 The final RoN band sent to parent and the school. The parent and school should meet after this time to agree what arrangements should be put in place (as recommended in the RoN). The next stage is a RoN Annual Review to discuss progress and new objectives and/or any changes to arrangements that may be required.