

Record of Need – High Level Process

During 2 academic terms before submission

SEND is identified and the school work in partnership with the parent to identify strategies to support CYP. This is known as the graduated response. CYP is identified on the SEN Register.

Week 1

An Exceptional Action
Assessment request is
submitted to the SEND Request
Panel who decide if an
assessment is appropriate and
move to the next stage of the
RoN process.

Week 3

The decision is made to proceed with an assessment and all professionals involved with a CYP are requested to produce formal reports . Parent and CYP are also asked for their views.

Week 11

The SEND Outcome panel will meet and decide if the CYP should have a RoN with specialist arrangements to meet their needs. They will also agree what high needs band they should be.

Week 17 ↓

A draft RoN is created and sent to the Parent for review and, if necessary, to suggest any changes.

Week 20

The final RoN is sent to the school and parent and a date is set for an annual review to discuss progress and any requirement for a change in arrangements.

A meeting for the parent, CYP and school representatives (SENCO, class teacher) takes place to agree how to implement the recommendations in the RoN. This is recorded in the CYP's individual learning profile (ILP).

1 year

The CYP progress and impact of arrangements set out in the RoN are discussed at the annual review. Any changes to the approach or the level of need are agreed. Changes in banding may need to be agreed by the SEND Outcome Panel.

