



St John Fisher RC Primary School

Criteria for Special Educational Needs

MISSION STATEMENT

**Love Jesus, love learning,
Inspiring each other to be the best that we can be.**

SEN Criteria for Record of Concern

- Children who are working below their expected age within their year group.
- Children teachers are generally concerned about.
- A record of concern sheet should be completed, signed by the parent of the child (as evidence that they know and have been informed of your concerns.)
- Class teacher to sign the Concern sheet.
- The completed sheet should then be photocopied and sent to the SENCO to be filed. The child's name will be added to a list held by the SENCO.

SEN Criteria for Education Passport

- Children who are working below their expected age in your class. This child will be still struggling in areas that you have provided extra support.
- Makes little or no progress even when teaching approaches are targeted, particularly in a child's identified area of weakness.
- Shows signs of difficulty in developing English or Mathematics skills that result in poor attainment in some curriculum areas.
- Presents persistent emotional or behavioural difficulties that are not ameliorated by the behaviour management techniques usually employed by school.
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment
- Has communication and/or interaction difficulties and continues to make little or no progress despite the provision of an adapted curriculum.

This support must be documented on a Passport

- A Passport must be written by the class teacher (in consultation with the pupil, parents and all the professionals working with the child) signed by the parent of the child (as evidence that they know and have been informed of your concerns.)
- The Passport should be signed by the class teacher.
- The parents should be given a copy of their child's Passport.
- The completed Passport should then be photocopied and sent to the SENCO to be filed. The child's name will be added to a list held by the SENCO.
- A copy of the Passport must also be kept by the Class teacher and Learning Support Assistant.

Seeking Outside Agency/Specialists to support SEN Provision

Seeking outside agency support/specialist support – this will be done if the pupil:

- Continues to make little or no progress in specific areas of a significant period of time.
- Continues to work at National Curriculum levels substantially below those expected of a similar age.

- Continues to have difficulty developing English and Mathematics skills.
- Has emotional and behavioural difficulties that substantially and regularly interfere with their own learning or that of a class group, despite having an individualised behaviour management programme.

This support must be documented on a Passport

- A Passport must be written by the class teacher (in consultation with all the professionals working with the child) signed by the parent of the child (as evidence that they know and have been informed of your concerns.)
- The Passport should be signed by the class teacher.
- The parents should be given a copy of their child's Passport.
- The completed Passport should then be photocopied and sent to the SENCO to be filed. The child's name will be added to a list held by the SENCO.
- A copy of the Passport must also be kept by the Class teacher, Learning Support Assistant.

Referral made to Outside Agency/Specialist

- Outside agencies will then be contacted or referred to by the SENCO
- In some cases outside agencies will work with children/teachers in other situations they might not always do so
- These outside agencies may include:
 - Behavioural support service
 - Learning support service
 - Hearing impaired service
 - Visual impaired service
 - Early years SEN team
 - Speech and language therapists
 - Clinical psychologists
 - Child psychiatrists
 - Paediatric occupational therapists
 - Paediatricians
 - CAHMS/Thrive
 - School nurse

Educational Psychologist Criteria

- The Educational Psychologist will only see children who have a Passport.
- The list of children to see the Educational Psychologist will be drawn up by all members of teaching staff.
- This list will then be prioritised by level of need.

Higher Needs Funding Block

As soon as additional cost of support exceed £6000 (in one three term period) school need to apply to the Local Authority for High Needs Block Funding. An individual provision map will need to be written to provide evidence of support cost.

Removing children from the SEN list/moving children to the next level of SEN.

- A child cannot be removed from the list without consulting the SENCO.
- The SENCO will then discuss this with the Headteacher.
- Moving children from concern to Passport and from Passport to referral to Outside agencies/Specialists must be discussed at the meeting when staff amend the SEN list.

Possible issues that may impact progress and attainment but are not Special Education Needs

- Disability (we must make reasonable adjustments – but disabilities alone do not constitute as Special Educational Needs)
- Attendance and Punctuality
- Health and Welfare

- EAL
- Being in receipt of Pupil Premium Grant money
- Being LAC

Document history

Date	Amendments
May 2015	Original documents
September 2017	Revised
September 2019	Reviewed Reference to Education Plan changed to passport
September 2021	Reviewed
September 2022	Reviewed
September 2023	Reviewed
September 2024	Reviewed Reference to 'adaptive teaching' added
September 2025	Reviewed
June 2026	Reviewed