

Special Educational Needs and Disabilities (SEND)

Parent/Carer Requests

At Share Multi Academy Trust, we are committed to supporting every pupil so that they can do their best at school. We take many steps to help pupils throughout their learning. Sometimes, some children may need extra support to help them make the best possible progress.

The four broad 'areas of need' are:

- **Communication and interaction**
- **Cognition and learning**
- **Social, emotional and mental health difficulties**
- **Sensory and physical needs**

If you wish to discuss your child's educational needs, in the first instance, please speak with the Class Teacher.

Please see timescales for requests, as follows:

Timescales for SEND parent/carers requests:

Request for a meeting with SENDCO or member of SLT	Dependent upon availability Up to 2 working school weeks - Please contact the School Office to make an appointment.
Request for any existing SEN Paperwork	Up to 5 working school days
Request for information to support external assessments/referrals (incl. Disability Living Allowance Form)	If school feel they have relevant information to contribute: 10 working school days School contributions can only be based upon their knowledge of pupils <i>in school</i> .
Referral to external services/agencies	Up to 30 working school days <i>There is likely to be a monitoring and assessment period, of at least a term, to enable needs to be monitored and assessed before submitting an external request.</i>
School based assessments/audits (i.e. sensory passport)	Up to 30 working school days
Parenting Courses	Up to 30 working school days (please note there may be a waiting list)
Neuro Pathway Referral: CAMHS/Autism/ADHD referral	SEND cases could potentially be monitored for up to a school year through the 'plan/do/review' process, to ensure enough evidence is gathered to support the submission of a referral. <i>Note: referrals require evidence from multiple domains Please also be aware there may be a waiting list from the external organisation.</i>
Information about access arrangements (secondary exams)	Please be aware that there is a high evidence threshold set by JCQ for Exams Access Arrangements. Please see information from the Joint Council for Qualifications (JCQ) Please contact our Exams Access Coordinator in the first instance to discuss a concern: <insert email address>
Mental Health and Wellbeing Support	Concerns/information shared with school will be triaged using the range of evidence available. Support routes will be explored on a case-by-case basis – within one term (unless urgent).
Transition	Contact primary school in the first instance SENDCo will be available at transition meetings

Please see the [Communication Handbook](#) for information about how to contact school to arrange meetings and/or share information.