

SEND yearly cycle	Parents	School
Autumn	<p>Complete parent views - ADPR</p> <ul style="list-style-type: none"> <li>• Share updated medical or developmental information with school.</li> <li>• Attend parent meetings to discuss targets and support.</li> <li>• Tell school about any changes in child's needs, diagnosis, or support agencies.</li> </ul>	<ul style="list-style-type: none"> <li>• Settle children back into school and check what support they need.</li> <li>• Review SEN information, support plans, and pupil profiles.</li> <li>• Carry out any necessary assessments and adjust classroom support.</li> </ul> <p>ADPR (SEN tracker) written and shared at parents evening Hold parents meeting</p> <ul style="list-style-type: none"> <li>• Termly pupil tracking meetings</li> </ul>
Spring	<p>Complete parent views - ADPR</p> <p>Book parents evening meeting</p>	<ul style="list-style-type: none"> <li>• Review progress and update SEN targets and support plans.</li> <li>• Continue classroom support and interventions.</li> </ul> <p>ADPR (SEN tracker) written and shared at parents evening</p> <ul style="list-style-type: none"> <li>• Finalise EHCPs for Year 6 pupils by <b>15 February</b> (legal deadline).</li> <li>• Termly pupil tracking meetings</li> </ul>
Summer	<p>Complete parent views - ADPR</p> <p>Read EOY reports</p> <p>prepare child for transition.</p> <p>Support transition activities at home (social stories, visits, routines).</p> <ul style="list-style-type: none"> <li>• Settle children back into school and check what support they need.</li> <li>• Review SEN information, support plans, and pupil profiles.</li> </ul>	<p>New ADPR cycles written and shared via email</p> <p>Share transition information with new teachers or schools.</p> <ul style="list-style-type: none"> <li>• Support pupils with transition visits and preparation activities.</li> <li>• Termly pupil tracking meetings</li> </ul>
All year around	<ul style="list-style-type: none"> <li>• Keep in contact with the school via class email.</li> <li>• Share updates from home or professionals.</li> <li>• Support learning or therapy strategies at home.</li> <li>• Ask questions if you're unsure about support or progress.</li> </ul>	<ul style="list-style-type: none"> <li>• Monitor how children are doing and adjust support when needed.</li> <li>• Keep in touch with parents and outside professionals as needed</li> <li>• Hold Annual Review meetings for EHCP pupils once every 12 months. (6 months for under 5's)</li> <li>• Make sure all staff understand pupils' needs and strategies.</li> </ul>