

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