

# The Special Educational Needs Process

Once a pupil/student has been identified as having a Special Educational Need, appropriate steps must be taken to assist them in overcoming their difficulties. A review meeting should be scheduled to assess the pupil/student's particular area(s) of weakness and the measures that should be put in place. At the review, an Individual Education Plan (IEP) is created detailing the provisions that will be made. The IEP should target areas of weakness and consist of a number of achievable and measurable goals that can be monitored and discussed at the next scheduled review.

Once the initial review has taken place, a Status for Special Needs can be allocated, which depends on the severity of their learning difficulty. Children registered at School Action Stage or above must be furnished with an IEP. Any Events that occur in relation to the child can be recorded, to provide a full and documented history of the pupil/student's situation.

Any correspondence received concerning the child can be recorded as a related document. The professionals (or Linked Adults) involved in supporting the child can be named, together with details of their input. If the LA Support Team has issued the pupil/student with a Statement, details of this can also be recorded.



## Setting up Special Educational Needs

The Special Educational Needs functionality in SIMS is used to support schools in following the Code of Practice for identification and assessment of children with Special Educational Needs. Before using SEN, system defaults must be defined.

Select **Tools | Setups | SEN Setup** to display the **SEN Setup** page.

### Specifying the SEN Coordinator

The SEN Coordinator has overall responsibility for maintaining the records relating to a child's Special Educational Needs. SEN Coordinators can receive **SEN Messages** direct from other members of staff, which can be accessed from a panel on their **Home Page**.

1. Click the **New** button in the **SEN Coordinator(s)** panel to display the **Select Person as SEN Coordinator** dialog.
2. Search for and highlight the required staff member then click the **OK** button to populate the **SEN Coordinator(s)** panel.

3. If this staff member is the main Special Needs Coordinator at the school, highlight their name then click the **Set Main** button.

### Specifying the Gifted and Talented Coordinator

1. Click the **New** button in the **Gifted/Talented Coordinator(s)** panel to display the **Select Person as Gifted/Talented Coordinator** dialog.
2. Search for and highlight the required staff member then click the **OK** button to populate the **Gifted/Talented Coordinator(s)** panel.
3. If this staff member is the main Gifted and Talented Coordinator at the school, highlight their name then click the **Set Main** button.

*NOTE: Although you can have more than one coordinator, only one staff member at a time can be designated as the main coordinator. If only one SEN Coordinator or Gifted/Talented Coordinator is selected, they will be assigned the **Main** role automatically.*

### Defining the Review Reminder Period

To help the SEN Coordinator to manage pupil/student reviews and plan accordingly, enter the required number of days in the **Review Reminder Days** field.

### Setting the Path to the IEP Writer

The SEN facility in SIMS uses IEP Writer to create Individual Education Plans for pupil/students. To launch IEP Writer, you must first specify its location.

1. Click the **Browser** button in the **IEP Writer** panel and navigate to the location of the `IEPWriterV3.exe` file.  
This can usually be found in `C:\IEP`. For guidance on navigating to files on your local workstation when you are working in a Hosted environment, please contact your System Manager or Local Support Unit.
2. Click the **Save** button then close the **SEN Setup** page.

### Modifying Lookup Type Values

SEN Coordinators can specify their own lookup values for use in SIMS. The majority of SEN lookup types are not statutory, e.g. **SEN Status** and **SEN Event Type**. Lookup values can be amended via **Tools | Lookups | Maintain**.

## Adding a Child's Special Educational Needs

To ensure that all children with Special Educational Needs are supported and monitored throughout their time at your school, they must be allocated a **SEN Status**. This should be recorded in the **Basic SEN Details** panel of the **Student SEN details** page, via **Focus | Pupil (or Student) | Special Educational Needs**.

### Adding Need Types and Full Descriptions

In the **Needs** panel, specify the nature of the child's special needs, e.g. moderate learning difficulty, hearing impairment, etc. If the child has been identified as having more than one special need, add need types as required by clicking the **New** button. The various need types can be ranked in order of severity using the **Move Up** and **Move Down** buttons.

1. To attach a document, click the **New** button in the **Full Descriptions** panel to display the **Add Note/Document** dialog then click the **Browse** button.
2. Navigate to the location of a stored document and associate it with the pupil/student's need type(s).

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## The Review Process

Reviews are a key part of the Special Educational Needs process. If they do not occur, it is very difficult to formalise the special needs of a child.

A review generally involves the child, their parent/guardians, a representative of the school, any other professionals involved in the child's development, i.e. educational psychologists, and a member of the LA support team (if the child has been issued with a statement).

An initial review should be organised as soon as a child has been identified as having a Special Educational Need.

1. Select **Focus | Pupil (or Student) | Special Educational Needs** to display the **Find SEN Student** browser.
2. Search for then highlight the required child and click the **Open** button to display the **Student SEN details** page.
3. Click the **Reviews** hyperlink then the adjacent **New** button to display the **Add/Edit SEN Review** dialog.

The review process should be ongoing to monitor the progress made since the last review meeting. Any changes deemed necessary to the special educational provision should be addressed to ensure the child's continuing support and improvement.

If the review is part of the statement process, the Head Teacher must compile a summarised report of the review meeting and submit this to the LA and all other parties involved, giving a detailed outcome of the review.

All children with special educational needs should be reviewed on a regular basis, although only those who have been issued with a statement must have an annual review involving the LA. If the **Outcome** of the review results in a change of **SEN Status**, this will be updated automatically in the **Basic SEN Details** panel when the record is saved.

## Linking Adults to Pupil/Students

An individual is deemed to be a Linked Adult if they have an interest in the child's progress. Children with SEN records can have a number of linked adults associated with them.

These individuals may need to be contacted with updates and invitations to attend reviews, etc. Linked Adults recorded elsewhere in the system may include parents, teachers, and doctors. Other adults, such as educational psychologists and social workers, can be added as Agents when required.

1. Select **Focus | Pupil (or Student) | Special Educational Needs** to display the **Find SEN Student** browser. Search for then select the required pupil/student.
2. Click the **Linked Adults/Agencies** hyperlink to display the **Linked Adults/Agencies** panel.

3. Highlight **Others, Agent** or **Agency**, as required, from the bottom of the **Linked Adults/Agencies** list.
4. Click the **New** button to display the **Add/Edit SEN Linked Adults** dialog. The **Student Name** field displays the child with whom the new linked adult is being associated.
5. Select the **Relationship Type** from the drop-down list.
6. The **Start Date** field defaults to today's date but this can be edited.
7. Enter an **End Date** if the adult will be associated with the pupil/student for a fixed period of time.
8. Ensure the **SEN Link** check box is selected if this is a linked agent who will be providing additional SEN support for the pupil/student.
9. To select a person, click the **Browser** button. A dialog is displayed.
10. Search for then highlight the required person.
11. Click the **OK** button to populate the **Name** field.
12. Click the **OK** button to associate the selected adult with the pupil/student.

## Adding an Entry in the Overview Panel

The **Overview** panel provides a brief summary of all recent amendments to a child's Special Educational Needs record. Reviews, events, statements or provisions can be added, edited or deleted and any of the edits undertaken here will be reflected in the relevant area of the **Student SEN details** page.

1. Select **Focus | Pupil (or Student) | Special Educational Needs**, search for and highlight the required child then click the **Open** button to display the **Student SEN details** page.
2. Click the **Overview** hyperlink to display the **Overview** panel.

Date	Type	Summary
02/02/2012	Review	Type: Termly, Status: Planned
14/09/2011	Review	Type: Annual, Status: Meeting Completed
11/05/2011	Review	Type: Termly, Status: Meeting Completed
18/01/2011	Review	Type: Other, Status: Meeting Completed
22/06/2010	Review	Type: Initial, Status: Meeting Completed
02/06/2010	SEN Status	Changed to: A - School/Early Years Action
22/06/2005	SEN Status	Changed to: P - School/Early Years Action+

The **Date, Type** and a one line **Summary** of previous SEN entries are displayed.

3. Click the **New** button to add a new **Overview** entry then select **Review, Event, Statement** or **Provision** from the drop-down list. Alternatively, highlight an existing **Overview** entry then click the **Open** button to edit the details. The relevant area of the **Student SEN details** page, according to the entry type selected, is displayed.
4. Complete the necessary fields then click the **OK** button.
5. Click the **Save** button.

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