Joint Planning Meeting

Date:

|  |  |
| --- | --- |
| **Area of discussion** | **Comments / Action** |
| **Whole school issues**  e.g current priorities, staffing, Ofsted |  |
| **Training Needs** |  |
| **Priorities from SEN Development Plan / SEN Audit** |  |

|  |  |
| --- | --- |
| **School information** | **Comments / Action** |
| **Current SEN information**  e.g. number on register / most significant area of need/ number of EHC / School contracts etc |  |
| **Key contacts**  SENCO – best times / methods to contact  SEN admin (if applicable)  Pastoral / family support (if applicable) |  |
| **Current interventions used in school** |  |

**Children with EHCP (including dates for Annual reviews etc)**

|  |  |  |  |
| --- | --- | --- | --- |
| **Information on child** | **Needs** | **Provision** | **Comments / Action** |
| Name  Year  Last year / current level / Band  SEND Support / contract / EHCP | Areas of concern (current)  Results of any School based Assessments | Agencies involved  Strategies used  Last / current interventions  Progress |  |
|  |  |  |  |

**Children already known to services**

|  |  |  |  |
| --- | --- | --- | --- |
| Information on child | Needs | Provision | Comments / Action |
| Name  Year  Last year / current level / Band  SEND Support / contract / EHCP | Areas of concern (current)  Results of any School based Assessments | Agencies involved  Strategies used  Last / current interventions  Progress |  |
|  |  |  |  |

**New children to discuss**

|  |  |  |  |
| --- | --- | --- | --- |
| Information on child | Needs | Provision | Comments / Action |
| Name  Year  Last year / current level / Band  SEND Support / contract / EHCP | Areas of concern (current)  Results of any School based Assessments | Agencies involved  Strategies used  Last / current interventions  Progress |  |
|  |  |  |  |

|  |  |
| --- | --- |
| **Date of next Joint Planning Meeting / review meetings** |  |

**Joint Planning Meeting**

Key points to remember:

* Keep to time – aim for no more than 2 hours. Arrange another meeting with relevant professionals if needed to discuss individual children at greater length.
* Ensure you get the new date to all your agencies, even if they did not / do not usually attend
* PRIORITISE the children. Who is making the least progress? Can you have 1 child assessed who has similar needs to a group of children so you can apply the same recommendations? Look for patterns in the progress e.g. year 3 SEND children underperforming in Maths.
* Referral forms – don’t fill them in prior to the meeting as the professional may not take on the work or a different professional may be better suited after discussion. Once work is decided, then fill in referrals and get parental consent.