

## A parent/carer guide to writing and reviewing SEND support plans or pupil profiles in early years settings and schools

**This short guide aims to help you feel prepared and confident to take part in planning and reviewing your child's individual SEND support plan.**

SEND support plans and pupil profiles are both ways of planning SEND support for children. For the purpose of this guide, we refer to SEND support plans throughout, but the guidance is as relevant for pupil profiles.

The SEND code of practice states that *'identifying need at the earliest point possible, and making effective provision to support needs, improves long-term outcomes for children.'* A SEND support plan is a helpful way to ensure this happens. It puts your child's individual needs at the centre of our planning and means the same approach is taken both at home and in the setting.

**A SEND support plan describes what your child's school/setting will do, in partnership with you, to support your child to develop and learn.**

### **The plan will include:**

- next steps/outcomes for your child to work towards at home and in the setting
- the support and help he/she will receive to succeed
- how the setting will record the progress your child makes

Your child's school/setting will meet with you a minimum of three times a year to review the support for your child. The plan will be in place for as long as your child needs additional support. Some children may need a support plan in place for a short amount of time and others longer.

### **Before the meeting:**

- If you would like copies of your child's previous SEND support plans, please ask.
- What progress do you think your child has made towards the outcomes he/she was working towards? [Preparing to review an EY SEND support and outcomes plan \(docx format, 104 KB\)](#)
- Think about: what is important to and for your child currently. Any information you would like to share or celebrate in the meeting and any questions you may have.
- You may be asked what your hopes and wishes are for your child, what you would like them to achieve in the future.
- You may be asked to consider your child's views – what they would say about their achievements and the support they have received if they could tell us. [All about me for EY settings \(docx format, 21Kb\)](#)



**At the meeting:**

- Everyone will be introduced
- Shared knowledge of who is supporting your child will be checked to ensure it is up to date.
- Your hopes and wishes for your child and the support for them will be discussed.
- Progress your child is making will be celebrated.
- Together any areas in which your child needs further support will be identified.
- A shared plan (or review of an existing plan) will be made for how everyone will work together to support your child's strengths and needs e.g. by agreeing new next steps, support that will be put in place or resources/activities that will be provided.
- Any additional actions that can be taken to support your child will be considered including who is going to do this and by when.
- A date for another review will be set.

**Please remember:**

- It is recognised that you as parents know your child best.
- If the date or time of a meeting is not convenient, you can ask for it to be changed.
- If you need help because of a disability or sensory impairment, please discuss this with your child's school/setting.
- If English is not the language you use at home, and you find it difficult, please let your child's school/setting know so they can think about how you can be supported.
- You can bring someone else along to support you in the meeting.
- Meetings can be online or face to face - let your child's school/setting know what you prefer.
- If you don't understand anything being said or want it explained further, please ask.
- If you need a break to gather your thoughts let those in the meeting know.

**After the meeting:**

You may have more thoughts or questions after the meeting.

If you wish to discuss this, please call/email/talk to:

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Once written/updated your child's school/setting will ensure that the agreed SEND support plan is shared with you so that everyone can support your child together.

**Meeting details:**

Child's name:

Date:

Time:

Where the meeting will take place:

Your child's school/setting estimate the meeting will take:

People that will be at the meeting:

**Further information and support:**



For information and guidance on SEND please visit Oxfordshire's Local Offer  
[www.oxfordshire.gov.uk/localoffer](http://www.oxfordshire.gov.uk/localoffer)

SENDIASS Oxfordshire provides impartial information, advice and support to parents of children and young people with SEN and disabilities: [SENDIASS Oxfordshire | Information, advice & support in Oxfordshire \(sendiass-oxfordshire.org.uk\)](http://sendiass-oxfordshire.org.uk)

Oxfordshire Family Information Service provides information and support for children, young people and families in Oxfordshire: [Family Information Service \(oxfordshire.gov.uk\)](http://familyinformation.oxfordshire.gov.uk)