



## **What should I do if I think my child has a special educational need?**

Step 1) Please make contact with the school via your child's form tutor or head of year. Alternatively, you could contact Tim Barker, who is the Academy's Special Educational Needs Coordinator (SENCo) by telephone or email ([timbarker@chellaston.derby.sch.uk](mailto:timbarker@chellaston.derby.sch.uk))

Step 2 – The Academy will listen to your concern and arrange a meeting if necessary.

Step 3 – The SENCo will investigate over an agreed period of time by consulting with subject staff, the student, observations and data.

Step 4 – The SENCo will meet with you to discuss his findings and opinions.

Step 5 – If it is decided a need is present, a decision will be made to whether the student's needs can be met in school. If needs can be met in school with current resources available.

Step 6 – If it is decided that the student's needs cannot be currently met in school outside agencies will be contacted.