SCHOOL SUPPORT AND MEETINGS | ENGLAND

SEN Support Plan Discussion Template

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A template to organise a discussion about needs, agreed support and how progress will be reviewed at SEN Support, before or instead of an EHCP.

SEN Support is provided by the school from its ordinarily available resources. This template is not an official plan and does not create an EHCP.

Who this is for

Parents, carers and school staff in England who want a clear, shared picture of SEN Support. Adapt it if your school uses a different format.

What is inside

- Needs, support and review prompts
- Space for the child's views
- A simple review table

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

What SEN Support is

In England, most extra help in a mainstream school starts as SEN Support. It should be planned and reviewed with you. It is not the same as an EHC plan. A diagnosis is not required to put support in place.

EHCP processes described here apply in England, under the Children and Families Act 2014, the Special Educational Needs and Disability Regulations 2014, and the SEND Code of Practice: 0 to 25 years (2015). Scotland, Wales and Northern Ireland have different systems. Always check the current official position and any deadline on letters you receive.

Child's name

Date of this discussion

People involved

Needs, support and success

Strengths and what already helps

The needs or barriers we are discussing, in plain language

Support we are agreeing to try, including who, when, and where if we can say

How we will know if it is helping, and the review date

The child's or young person's views

Anything still to find out, or any disagreement to come back to

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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