

## SEND :The Derby Way – Pre-assessment checklist

Deciding when to make a request for assessment can be difficult. Our SENCO network has produced a checklist to help you to decide if it's the right time to request an assessment:

Have I consulted with parents and the pupil when considering an application?	
I can show how the parents have been involved in developing the graduated response plan and in reviewing its success?	
Can I demonstrate that I have applied the Graduated Response?	
Can I demonstrate that the notional funding is insufficient to meet his/her needs?	
Can I provide evidence of how the notional funding has been spent and the impact this has had on x?	
Have I got sufficient evidence of 2 cycles of plan, do and review through an IEP/MEP?	
If I am applying for a child under exceptional circumstances, can I justify my application?	
Have I used my EP to produce a report to support my application?	
Can I clearly articulate the desired outcomes in each of the primary areas for the pupil?	
Is the information I have provided the most up to date and therefore presents the most realistic picture of the child I am making the application for?	
Should my application go to appeal, do I have the support and additional evidence to justify why I believe the child needs a plan?	
Have I got all the information required on the application which is required on the form?	
You might want to get another member of staff who knows the child well or a professional you work closely with to read through my application.	
Have I gone through the threshold documents for the pupil with my EP? Especially when they come out with a high score on their Primary Area of Need.	

Remember that DerbySAL can support you if you're not sure if a request for assessment is needed