The Graduated Response File (GRF)

What is the Graduated Response File?

The GRF is a way of gathering information about a child's needs when there are concerns about their development or progress at school or in a setting. It will support assessment and planning (the graduated response) and the actions you are taking and will be taking to meet the child's needs.

If the child's school/ setting make a request for an Education, Health and Care plan, the information gathered as part of the GRF is relevant and necessary.

The GRF can be used with children and young people who have identified special educational needs and receive SEND Support in your school/ setting. It can be used for any child/ young person with SEND (according to the definitions in the SEND Code of Practice).

What goes in the Graduated Response File?

What is included in the GRF will vary between children/ young people and depends on the child's needs, professionals involved and a school/ settings own systems. The content headings must be adhered to but the detail contained in each section will vary.

You can use the different sections and gradually build a fuller picture of the child's needs and provision over time.

The majority of children with SEND will not need a statutory Education, Health and Care plan but in order to determine whether it is appropriate to carry out an EHC assessment the LA will want to see evidence the school or setting has followed an assess, plan, do, review cycle.

What does the 'Graduated Response File' look like?

The Graduated Response File is made up of different sections. The SENCO and key staff (teachers and non-teaching staff) can add to it.

There are three versions to use and the school/ setting can select the easiest/ most appropriate for them. They are:

- E folder version – a zip file
- PRINTABLE folder version – that can be printed out and a paper file created
- DIY folder version – documents and contents list provided so the SENCO can set up folders themselves

The sections in the plan are:

1. The child/ student details
2. Setting or school attendance
3. Child/ student voice
4. Family views
5. Professionals and other agencies
6. Special educational needs and Disabilities
7. Outcomes and targets
8. Interventions and additional support
9. Meetings and file log
10. Funding and equipment
11. Inclusion and Wellbeing