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| Name of Setting |  | | | | SENCO |  | | |
| Date register updated: | Autumn term: |  | Spring term: |  | | | Summer term: |  |

\* You **MUST** inform parents **IN WRITING** before a child is placed on the SEND register.

It is good practice (and strongly advised) to meet with a child’s parents and fully discuss your concerns and your intention to place their child on the SEND register **BEFORE** sending the letter, so they are fully informed of the process.

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| Name of child | Area(s) of need/SEND | \* Parents agree and have been informed **in writing.** | Date added to SEND register. | Date of first SEND plan (MSP) | Current plan number | Date L1 Inc fund agreed | Outside agencies involved - date referred. | | | | | | | Date L2 Inc fund agreed | EHCP application  Date | EHCP review  Date |
| SALT | OT | Early Years Team | SAS | Paediatrician | Physio | Other |
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