

Outcomes Meeting Procedure

- Following the decision to carry out a Needs Assessment, the SEND Practitioner will ring parents to arrange a Face to Face meeting (meeting when SEND Practitioner meets parent/CYP to inform of process).
- SEND practitioners will send out letters requesting Advice straight away even before the Face to Face meeting.

6 weeks to be given for Advice to be received.

Final reports (Advice) to be completed before the Outcomes Meeting. (Outcomes should have been discussed with the parents at the time the report was written).

Advice givers can still have 2 weeks after this date to tweak provision (if necessary) following the Outcomes meeting.

In this letter, SEND Practitioners will put in the date that Advice is to be received and copy in parents. In the letter to the parents, date will be confirmed regarding date of Face to Face meeting.

- Date of Outcomes Meeting to be discussed with parents at Face to Face meeting. (Outcomes Meeting date to take place after the 6 weeks date given to Advice givers.)
- SEND Practitioners to ask parents who they do/do not want to attend but it will be made clear that it may not be possible for any requested professionals to attend as they may not be available.
- To discuss dates with school and date finalised.
- SEND Practitioners will invite the professionals by email giving the date and time of meeting.
- School, SEND Practitioner and parents to attend. Also professionals requested by parents (if they are able to attend).
- If a Chair is required for the meeting, the SEND Practitioner will discuss this with the parents/ YP and will confirm **prior to the meeting** (this could be the professional most well- known to the child/young person or someone who the parent/carer has chosen). The SEND Practitioner will liaise with the chosen Chair to advise on the details of the meeting.