

Example of a short note (possibility of SEN)

Short note		
Name	Date of birth	Date
Current attainment	Status: Looked after, English as an Additional Language, Pupil Premium	Attendance
Child's area(s) of strength and difficulties		
Child's views		
Caregivers' views/concerns		
Agreed outcomes		
Next steps		
Review date and time		
Caregiver and teacher's signatures		