**IEP Policy**

This policy sets out the procedures and protocols to be followed for every pupil attending alternative provision at Hereford Learning Hub.

|  |  |
| --- | --- |
| IEP at HLH | * IEP for all pupils
* An assessment of need to benefit the pupil.
* Risk assessment and plan
* Written agreement from the parent/carer
* IHCP for pupils with medical needs
* Evidence of progress
 |
| Assessment of Need | * Reduced timetables
* IEP
* Initial Assessment
* IHEP
* Objectives on a timetable
 |
| Actions to be taken | * Risk assessment
* Timetable for each half term (six weeks)
* Complete IEP IHCP forms
* Parent/carer to sign paperwork
* Paperwork forwarded to local council
 |
| Actions to be taken by HT | * DSL
* Retain copies
* Record attendance and planned absences
* Record off site activities
* Keep a central record of IEPs
 |
| Review dates | * The paperwork must be reviewed after a six-week period
 |
| Considerations | * Parents made aware of their responsibilities during home school hours
* Attendance must be logged and reported
* Consider targets when extending IEP
 |