**IEP Policy**

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

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| 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 |