Step	Purpose	Process	Paperwork
1	Identify needs	Record and highlight areas of concern:	 1a. Highlight concerns to draw out area of need 1b. Summary of discussions and concerns identified. 1c (1) (2). My Profile / One Page profile created to outline support needs.
2	Assess	Prioritises the area of need . Relevant assessments and reports should then support the identification of SMART desired outcomes	 2a. Identify focus within the area of need. Indicators of need for each area: Communication & Interaction Cognition and Learning SEMH Sensory & Physical
3	Plan and Do	<i>This section highlights</i> <i>strategies/interventions</i> <i>to consider when</i> <i>planning provision</i>	 3a. Refer to Provision documents and the 3 levels of support. Plan for in school interventions. 3b. Plan for staff CPD and environment considerations.
4	Review	<i>Impact</i> of provision must be evaluated and the plan reviewed	 4a. Review plan (impact section of 3a) and use of decision tree to end or continue/escalate cycle with outcomes as appropriate. If progress is sufficient and no further cycles needed, a My Profile/One page Profile may be needed for ongoing recognition of universal strategies that are needed as key supports to overcome any barriers to learning (Step 1c).