

SEND Support Review Meeting Record



Name of Child:
DOB:
Date meeting held:
Venue of meeting:
Name of pupils education setting:

Present at meeting:

Relationship to the child/young person:

Agenda and Minutes

Welcome, Introductions and reason for meeting:

What we appreciate about pupil:

Evidence of progress and support: Use the support Arrangements prompt sheet attached 1-7:

What are the child's unmet needs:

What are the gaps in information/evidence:

Professional views/Recommendations:

If professional input has been requested but not received please state reason.

Actions

Who	Action	By when

Next Steps:

Minutes are to be sent to involved professionals within 2 weeks of the meeting

To be completed by the professional:

Do these minutes accurately record professional's opinion?

Yes No

Additional Comments

Have the minutes been linked to EMS?

Yes No