

IDENTIFYING NEEDS AND ACTION SHEET

Name of Child		Date of Birth	
Date of admission to setting		Discussion Date	
Sessions attended	M T W Th F	Year of School Entry	
	AM		
	PM		
Areas of Learning and Development		Aspect (Highlight area/s of concern)	
Personal, Social and Emotional Development		Making relationships	
		Self – confidence and self - awareness	
		Managing feelings and behaviour	
Physical Development		Moving and handling	
		Health and self – care	
Communication and Language		Listening and attention	
		Understanding	
		Speaking	
Details of child's strengths and needs/concerns			
What are we going to do?	What/How?	When?	Who?
Change the environment			
Change the session routine			
Change staff interactions and responses			
Complete focused observations			

Completed by:

Review date:

Review of actions taken and next steps

Completed by:

Date:

This document should be completed by the key person and SENCO (with parents if appropriate) when there are any concerns about a child's progress and/or development.