

What is the graduated approach?

The graduated approach is a four-step cycle of:

1. Assessing
2. Planning
3. Implementing
4. Reviewing

The above four step cycle identifies the needs and the support required for individual children and young people with special educational needs and disabilities (SEND), thus ensuring high quality and effective education. The graduated approach is also known as **SEN support**.

The people involved in the graduated approach should include:

- The child or young person
- The parents or carers
- The early years practitioner or teacher
- The special educational needs coordinator (SENCO)
- The local authority

What is Capita?

Capita or Capita One is a Management Information System (MIS) used by local authorities to support its statutory education functions such as:

1. monitoring pupil and school performance,
2. attendance and exclusions,
3. processing school admissions and allocating school places and,
4. administering the special educational needs and disabilities (SEND) education, health and care needs assessment (EHC na) and EHC plan process.