** Children, Education and Skills Directorate**

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| **SENCO ACTION PLANNING 2021-22 School:**  |
| **Each Term:** | **Complete** | **Comments** |
| * Analyse school data, update SEN pupil tracking, and identify pupils not making adequate progress.
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| * Update SEN list and provision pap if use. Look at SEND profile on L drive
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| * Targets/outcomes to be set / updated prior to parent consultation meetings.
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| * Reviews held and support plans updated. SEN support review led by class teachers/form tutors at parents’ consultation meetings. EHCP reviews to be chaired by SENCO.

CoP SEN support proforma completed with parents when SEN first identified (optional but a good way of evidencing early involvement of parents). |  |  |
| * Referrals to ASAP/relevant professionals made, where appropriate
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| * Monitor provision – choose from the following each term:

-Planning - for evidence of additional and different provision for pupils with SEN -Lesson/ intervention observations - could use Inclusive Teaching Checklist / Observation Proforma-Work scrutiny, including targeted interventions-Gather pupils and parent/carer views on provision |  |  |
| * Meet with key agencies to prioritise needs/ input (EPS, SENDOS etc.)
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| * Induction for new staff on SEN procedures in school.
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| **In Addition:** |  |  |
| **Autumn Term:** |  |  |
| * Give updated SEN information to admin for School Census
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| * Update SEN list and any SEN documentation Plan SENTA(s) timetable.
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| * Check SEN information has been handed over to next teacher/ updated on internal IT systems and all targets from previous year have been reviewed. New targets to be completed prior to parent consultation meetings.
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| * Any pupil with an EHCP who will be transferring to another school phase should have their EHCP reviewed this term. LA will notify school of any pupil requiring an annual review or an EHCP transfer review prior to the term it is due.
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| * Attend LA SENCO network meetings –Thursday 28 September 2021
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| * Attend LA SENCO network meeting – Thursday 24 November 2021
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| * Remind SENTAs about the SENTA network – Tuesday 16 November 2021
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| * Remember SEN surgery 1pm – 5pm on Wednesday 13 October, Tuesday 7 December 2020
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| **Spring Term:** | **Complete** | **Comments** |
| * Give updated SEN information to admin for School Census
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| * Primary - discuss pupils in nursery and reception with class teachers – anyone of concern.
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| * Middle – discuss pupils in Year 4 – anyone of concern
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| * Secondary – discuss pupils in Year 7 – anyone of concern.
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| * If applicable, SEN files monitored (may be electronically stored information) – check targets are being used alongside support plans and key information is up to date.
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| * SLAs linked to SEN support to be decided.
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| * Attend LA SENCO network meeting – Tuesday 25 January 2022
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| * Attend LA SENCO network meeting – Wednesday 23 March 2022
 |  |  |
| * Remind SENTAs about the SENTA network – Wednesday 16 March 2022
 |  |  |
| * Remember SEN surgery -1pm - 5pm on Wednesday 2 February 2022 and

Thursday 17 March 2022 |  |  |
| **Summer Term:** |  |  |
| * Give updated SEN information to admin for School SEN
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| * If applicable, SEN files monitored (may be electronically stored information) – check targets are being used alongside support plans and key information is up to date. Arrange handover procedures to next teacher(s).
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| * For pupils transferring to another school phase, invite appropriate colleagues to attend reviews. Liaise with next school re transition arrangements and ensure all SEN information is handed over at the end of the term. It is recommended that a written acknowledgement of this information handover is kept.
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| * Attend LA SENCO network meeting – Thursday 19 May 2022
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| * Attend LA SENCO network meeting – Tuesday 5 June 2022
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| * Remind SENTAs about the SENTA network – Thursday 16 June 2022
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| Remember SEN surgery 1pm - 5pm on Tuesday 10 May 2022 and Wednesday 13 July 2022 |  |  |
| **Annually:** |  |  |
| * Meet with the SEN governor to update on SEN procedures and policy (once a year is a suggested minimum).
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| * Update SEN policy and SEN information report.
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| * Produce SEN report in light of feedback / changes within school and include evidence of impact. Ensure the involvement of parent/carers/CYP so that their views are reflected in the report. Publish on the school website.
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| * CPD needs identified relating to SEN and delivery planned
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