

SEN Checklist

Date commenced:

Completed by:

Focus area	Not yet actioned or n/a	Emerging	In place	Embedded	Monitored & reviewed
SEN Policy					
Clear, unambiguous language					
Discussed with all staff and governors					
Available to parents on-line					
SEN Monitoring					
SEN progress tracking by SLT					
Audit of need and planning of provision, including staffing					
Alternative, smaller step progress tracked using appropriate methods e.g. B squared					
SEN monitoring meetings with all class teachers					
Monitoring of interventions by all class teachers					
Oversight of intervention monitoring by SENCo					
Paperwork and invitations to Annual Review meetings is held by SENCo and updated as necessary					
SENCo is aware of EHCP application processes and procedures					

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SEN Provision					
Whole school provision map updated termly					
Class provision maps – ownership of class teacher, overseen by SENCo					
Class provision maps include baseline and outcome scores					
Individual, costed provision maps in place for high need pupils and those with EHCP's or statements.					
Provision maps monitored and overseen by SENCo on regular basis					
Liaising with Class Teachers					
Regular meetings between class and/or subject teachers and SENCo to advise on SEN issues and monitor progress					
SENCo supports class teacher to set appropriate IEP targets					
SENCo works with class teachers to identify training needs related to specific areas of SEN					

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Advising on a graduated approach					
IEP targets and differentiation strategies disseminated to staff as appropriate with support to implement if necessary					
SLT have strategies in place to ensure quality first teaching for all children, including those with SEND					
Teaching staff have a clear understanding of what quality first teaching looks like for different categories of SEN					
Audit of teaching staff knowledge					
Audit of support staff knowledge					
Graduated response framework (in SEN policy) known and followed by all staff.					
Advising on budget and resources					
Regular meetings with SLT and/or HT to plan for projected SEN					
SENCo knows amount of 'notional' SEN budget					
SENCo is involved with producing costings for year groups and individuals					
SENCo has records of pupil premium spending with evidence of effect					
Intervention programmes cost known					

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Liaising with parents					
Initial concern meetings arranged and take place with parents					
Annual review meetings timely and parents given time to present views					
SENCo has an overview of those parents where alternative methods of communication need to be used					
SENCo is available to meet with parents by arrangement					
Advising on deployment of budget					
SENCo and HT meet to plan projected SEN needs					
SENCo is aware of 'high needs' funding top ups					
SENCo is aware of costs of interventions and SEN resources					
Liaising with Parents					
All staff are aware of and use protocols in relation to informing parents of concerns					
Parents are regularly included in discussions related to planning interventions for their child and their views are included					
SENCo is available to meet with parents to discuss specific SEN concerns					

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SENCo is able to advise parents on agencies who may be able to offer support for particular areas of SEN					
Liaising with early years providers, other schools, educational psychologists, health & social care professionals etc.					
Meetings with nursery providers arranged to discuss Reception co-hort summer term before entry					
Procedures in place to collect information from previous schools where applicable					
Contact list in place with names and numbers of EPs, health and social workers etc.					
Key point of contact with external agencies, especially LA and LA support services					
SENCo attends planning meetings (RDP meetings) with LA support services					
SENCo is aware of SEN and principal officers for school and contacts them as necessary					
SENCo is observer/participant in EHCP panels					

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Liaising with potential next providers					
SENCo is aware of relevant contacts (e.g. SENCos) at next providers					
SENCo organizes additional transition meetings for vulnerable pupils with next provider					
SENCo provides contact details of parent partnership officer as necessary					
Work with HT and governing body					
SENCo prepares annual report for governors related to SEN progress and provision					
SENCo works closely with designated SEN governor					
SENCo, HT and governing body work together to ensure Equality Act (2010) equality act implemented in school					