



*Resources  
for schools*

# SEN Information Report Toolkit

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# Welcome to the SEN Information Report Toolkit



- The Toolkit has been created jointly by Solihull and Coventry to support schools as they develop their own school SEN Information Reports.
- The Toolkit will continue to be developed as the legislative changes are implemented, including case studies.
- Updates can be found at [www.coventry.gov.uk/SENInfoReportToolkit](http://www.coventry.gov.uk/SENInfoReportToolkit)

# Welcome to the SEN Information Report Toolkit



- The SEN Information Report and School Offer are one and the same thing.
- The SEN Information Report is a new statutory duty on schools and will include all the information that schools are already required to publish.
- The SEN Information Report should link to the school's accessibility plan and equality policy.
- Read information about accessibility and equality duties for schools

# SEN Information Report Toolkit

## How to use the Toolkit



1. Look at Regulations, Solihull documentation and Regulations proforma

2. Agree who will lead on the SEN Information Report

3. Use Co-production presentation with staff and plan for parents' involvement

4. Hold co-production event or meeting with range of parents of pupils with SEND

5. With parents, look at Regs Proforma and Question Bank- are these the questions your parents want?

6. With parents, design your SEN Information Report based on agreed questions and information

# SEN Information Report Toolkit

## How to use the Toolkit



7. Collect existing information and store in SEN Information Report Workbook

8. Decide what other information you want to include- the Glossary, a provision map, a video of a parent or Senco, links to local charities?

9. Create your SEN Information Report on your website - make it look and feel like right for your own school

10. Check for compliance with regulations using Checklist and Minimum Requirements paper

11. Share final version with parents- ask for feedback

12. Review at least annually

# SEN Information Report Toolkit

## Resources



- The resources included in the Toolkit are designed to support schools through the process of developing their SEN Information Reports on their own websites.
- Any exemplar resources should be used as starting points for discussion and development and are not intended to be included on websites in their basic form.

# SEN information report



- The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools have a legal duty to publish information on their websites about the implementation of the governing body's or the proprietor's policy for pupils with SEN.
- The information published should be updated annually and any changes to the information occurring during the year must be updated as soon as possible.
- The detailed requirements from the draft Code of Practice are listed on the next two slides.
  - [View the regulations](#)
  - [Access the SEN Code of Practice 2014](#)

# SEN Information Report



- ***From the SEND Code of Practice 0-25 (2014)***
- The kinds of special educational needs that are provided for
- Policies for identifying children and young people with SEN and assessing their needs, including the name and contact details of the SENCO (mainstream schools)
- Arrangements for consulting parents of children with SEN and involving them in their child's education
- Arrangements for consulting young people with SEN and involving them in their education
- Arrangements for assessing and reviewing children and young people's progress towards outcomes This should include the opportunities available to work with parents and young people as part of this assessment and review;
- Arrangements for supporting children and young people in moving between phases of education and in preparing for adulthood. As young people prepare for adulthood outcomes should reflect their ambitions, which could include higher education, employment, independent living and participation in society;

# SEN Information Report



- o The approach to teaching children and young people with SEN
- o How adaptations are made to the curriculum and the learning environment of children and young people with SEN
- o The expertise and training of staff to support children and young people with SEN, including how specialist expertise will be secured
- o Evaluating the effectiveness of the provision made for children and young people with SEN;
- o How children and young people with SEN are enabled to engage in activities available with children and young people in the school who do not have SEN
- o Support for improving emotional and social development. This should include extra pastoral support arrangements for listening to the views of children and young people with SEN and measures to prevent bullying.
- o How the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting children and young people's SEN and supporting their families.
- o Arrangements for handling complaints from parents of children with SEN about the provision made at the school.

***The information on these slides is available as a Word document***

# SEN Information Report

## Co-production



- It is good practice for schools to involve all staff, governors, pupils and parents and carers in the development of the SEN Information Report.
- While this Toolkit can offer schools resources and information about the content of the SEN Information report, it is each school's community that will put that information into your own context.
- Download a presentation about Co-production
- A YouTube film about Co-production can be found at

<https://www.youtube.com/watch?v=egav5xjb-lg>

# SEN Information Report Regulations proforma



- The proforma has been developed with colleagues from schools to support the development of each school's own SEN Information Report.
- Included alongside each regulation are questions that a parent might ask.
- The completed exemplar suggests some answers that schools could consider depending on their own contexts.
- A number of Pathfinder schools have used a Q&A approach to providing the information.
- There is no need to include the actual regulations in the final SEN Information Report.
- Click here for the blank proforma [Primary](#) [Secondary](#)
- Click here for the completed version [Primary](#) [Secondary](#)

# SEN Information Report Checklist



- The checklist was developed by Solihull to be a handy resource for schools to use to check that all the necessary information is included in their SEN Information Report.
- [Download the checklist](#)

# SEN Information Report

## Minimum requirements



- This document was produced by Solihull in January 2014 and outlines the minimum information to be included in the SEN Information Report in order to satisfy the statutory requirements under Clause 65, Regulation 3 of the Children and Families Act 2014.
- Download the minimum requirements document

# SEN Information Report Workbook



- The SEN Information Report Workbook has been developed by Louise Minter, Headteacher at Streetsbrook Infant & Nursery School in Solihull.
- Louise has kindly agreed that the workbook can be included in this Toolkit for other schools to use.
- [Download the report workbook](#)



# SEN Information Report Questions Bank

- This resource is a bank of questions that are frequently asked by parents /carers of children and young people with SEN and disabilities.
- Schools can add their own answers to these questions to create an FAQ section to support the information in the SEN Information report.
- [Download the Questions Bank](#)



# SEN Information Report

## Provision by area of need

- This resource is based on work by Coventry schools where colleagues listed the interventions they use for each area of need. The lists are not exhaustive but are indicative of the range of SEN interventions in use.
- The four areas are:
  - Communication and interaction
  - Cognition and Learning
  - Social, Emotional and Mental Health
  - Sensory and Physical

Schools can use this resource to inform any table or map of provision they choose to include as part of their SEN Information Report.

Blank

Completed

# SEN Information Report

## Solihull Pathfinder Documentation



- This pack was produced as part of the Solihull Pathfinder development and includes a wealth of information and resources for local authorities and schools.
- [Download the pack](#)

# SEN Information Report Glossary and Acronym Buster



- The Glossary and Acronym Buster contain alphabetical lists of terms relating to SEN and Disability.
- These are not exhaustive and will be developed over time on [www.coventry.gov.uk/SENInfoReportToolkit](http://www.coventry.gov.uk/SENInfoReportToolkit)

[Glossary](#)

[Acronym Buster](#)



# SEN Information Report

## Resources for parents and young people

- o Download the Council for Disabled Children leaflet for parents and carers about the SEND Reforms
- o Download the Council for Disabled Children leaflet for young people about the SEND Reforms

# Links to SEN Information Reports



## ■ Pathfinders

- **St Hilds (Secondary)** <http://www.sthilds.org.uk/send-offer>
- **Clavering Primary** <http://www.claveringprimary.org.uk/send/sen-local-offer>
- **Brookland Junior** <http://www.brooklandjm.herts.sch.uk/key-information/sen-local-offer>
- **Swingate Primary** [www.swingate.medway.sch.uk/about-us/sen-local-offer](http://www.swingate.medway.sch.uk/about-us/sen-local-offer)
- **Welbourne (Special)** <http://www.welburn-hall.n-yorks.sch.uk/home/sen-local-offer>
- **Pound Park Nursery** <http://www.poundparknursery.co.uk/special-educational-needs-local-offer-at-pound-park/>

# SEN Information Report

## Other useful links



### Nasen

[www.nasen.org.uk](http://www.nasen.org.uk)

- Inclusion Development Programme materials
- Nasen SENCo Training Packs (primary and secondary)
- Lamb Materials
- SEND Gateway

o Autism Education Trust [www.autismeducationtrust.org.uk](http://www.autismeducationtrust.org.uk)

o Communication Trust [www.thecommunicationtrust.org.uk](http://www.thecommunicationtrust.org.uk)

o Dyslexia/SPLD Trust [www.thedyslexia-spldtrust.org.uk](http://www.thedyslexia-spldtrust.org.uk)

o Council for Disabled Children  
[www.councilfordisabledchildren.org.uk](http://www.councilfordisabledchildren.org.uk)