

Sensitive Education Consultancy SEN Review Programme (Secondary):

Planning the Review programme (Based on a 2 day review model):

I would be grateful if you could provide me with the following information prior to the review, or at least have it available for the start of the review:

- ☐ Copy of the latest validated Raiseonline report for the school
- ☐ Any relevant section of the most recent school SEF
- ☐ Any school analysis of progress and achievement of SEN and other vulnerable pupil groups
- ☐ Number and % of pupils on the SEN Record at SA, SA+ and statement
- ☐ Names of key personnel (SENCO, Inclusion coordinator, SEN staff etc)
- ☐ Department / staffing structure
- ☐ SEN / inclusion action plan / any relevant areas of the School Development Plan
- ☐ Recent SEN / inclusion self-evaluation reports

I will also need the following documentation at the start of, or during, the review:

- ☐ SEN / Inclusion Provision maps
- ☐ Examples of paperwork or pupil files for a small sample of pupils at SA / SA+ / statement (including IEPs, reviews, statements, annual reviews, pupil and parent contribution records, other records)
- ☐ Sample of individual records of progress / pupil tracking
- ☐ Sample of TA records
- ☐ Information provided to parents
- ☐ SEN budget information
- ☐ Monitoring and evaluation evidence e.g. SEN progress data analysis, lesson observations, work sampling

The review should include some lesson observations;

- ☐ In-class support for SEN / Inclusion students
- ☐ Withdrawal for SEN / Inclusion interventions

Interviews will be needed with

- ☐ SENCO / Inclusion coordinator
- ☐ Group of students
- ☐ SEN / Inclusion teaching staff
- ☐ SEN / Inclusion support staff
- ☐ Parent / carer of SEND student(s)
- ☐ SEN governor
- ☐ SLT member with responsibility for Inclusion

Feedback will comprise

- ☐ Verbal feedback to SMT to be provided at the end of each day
- ☐ A written report to be provided within 2 weeks of the review

6. Programme/Timetable

It would be helpful if you could devise a time table for the review which will include:

Lesson observations (I would suggest At least 2 observations of small group withdrawal – KS3 and KS4)

Lunchtime activities for SEN students

4 observations of in-class support (30 mins. maximum) – KS3 and KS4 – English and Maths)

Interviews

Time for reading through documentation

Feedback to SMT