

Documentation to have available for the review (where appropriate):

- SENCO file
- SEN record
- SEN policy
- SEN handbook
- Job description of SENCO and other key SEN personnel
- Staff development information e.g. CPD log
- Provision map
- Timetables
- 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. data analysis, lesson observations, work sampling