

Suggestions for the Contents of a SENCO Management File

- SEN / Inclusion / Behaviour policy (up to date and reviewed)
- Current SEN Record
- SEN staff list / department list
- SENCO timetables – annual, termly and weekly (where applicable)
- Timetables of support across school
- SENCO job description
- Job descriptions for other staff in the team / department
- Provision map
- Accessibility Plan

- Examples of documentation / information e.g.
 - The IEP process
 - Initial concerns checklist
 - Pupil Profile
 - IEP and reviews
 - TA recording forms

 - : Pupil Participation
 - pupil self-monitoring form
 - pupil response form

 - : Parent Participation
 - record of contact e.g. phone call
 - letters to parents e.g. invite to IEP/Annual review
 - parent leaflets

 - : Statementing / Review Process
 - RSA
 - Appendix B
 - Annual Review Return Form
 - Request for health advice at annual/IEP review

 - : Liaison with external agencies e.g.
 - EP referral form
 - Social Services
 - Medical
 - Learning Support Team referral form
 - Connexions
 - Transition document
 - Minutes of multi-agency meetings

- Monitoring and evaluation evidence e.g.
 - Data analysis
 - Lesson observations
 - Summary of work sampling
 - Analyses from discussions / questionnaires / interviews

Achievement and progress information e.g.

- Assessments
 - Data analysis
 - Progress reports
 - Pupil trackers
 - Exam concessions
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- Contact names and numbers (e.g. casework officer, external agencies)
 - EP information e.g. EP caseload
 - Budget information – Notional budget breakdown for year, deployment of school budget
 - Resource audit
 - Examples of risk assessments for SEN related activities
 - Information on transition procedures / liaison with other schools
 - Minutes from meeting with SEN Governor
 - SEN governors monitoring and evaluation programme
 - SEN Professional Development log / INSET record for all staff
 - SEN Self evaluation form
 - SEN Action Plan (review from previous plan and current plan)