

## Inclusion – Key Factors Audit

Focus Area	Actions	Evidence	RAG	Next Steps
1. Setting high expectations	Articulate a clear curriculum ambition for every child Ensure teachers use scaffolding not lowering expectations Apply behaviour/attendance expectations consistently	Reviewed curriculum pathways show no disproportionate exclusions Lesson observations/work scrutiny evidence scaffolding Consistency in behaviour/attendance logs		
2. Embedding a culture of early and accurate assessment	Conduct baseline assessments (academic, speech/language, social/emotional) Use systematic screening tools Train staff to spot early warning signs	Assessment maps across phases Screening results stored consistently Records of CPD on early indicators		
3. Using assessment information in a continuous cycle	Make pupil support plans live and updated Conduct termly reviews of interventions with impact data Stop ineffective strategies and replace with stronger ones	Intervention audit with EEF evidence base Progress review systems in place (dashboards/boards) Case studies of pupil progress		
4. Involving specialists when necessary	Establish swift referral pathways Schedule joint planning with specialists Ensure staff act consistently on recommendations	Logs of referrals/follow-ups Meeting notes/action plans from joint planning Evidence of classroom practice aligned to advice		
5. Pupil Premium strategy	Publish strategy linking to EEF evidence and local challenges Allocate funding to academic and pastoral barriers Leaders explain rationale and tracked outcomes	Published 3-year PP plan Monitoring reports with data, pupil voice, case studies Governor/trustee meeting minutes showing engagement		



6. Working closely with pupils, parents, professionals, and staff	Hold structured conversations with parents of disadvantaged/SEND pupils Ensure pupil voice informs decisions• Schedule multidisciplinary meetings for co-created plans	Logs of structured conversations Records of pupil voice forums and responses Co-produced plans (EHCPs, pastoral support plans)		
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