

Inclusion: SEND audit

Focus area	Actions	Evidence	RAG	Next steps
Empowered SENDCo with leadership status	Ensure SENDCo sits on SLT/has direct line to HT/governors; protect SENDCo's strategic time.	Leadership chart, SENDCo role description, SLT minutes.		
Published SEN Information Report	Update annually, ensure clarity and accessibility, make easy to find.	Website report, parental feedback, examples of usage.		
Early and accurate identification	Clear referral systems, staff training, quick use of specialists.	Referral logs, CPD records, case studies.		
Graduated approach ('assess, plan, do, review')	Embed cycle across all staff, provide templates, monitor effectiveness.	Individual plans, review records, CPD logs.		
High expectations for pupils with SEND	Ensure curriculum breadth, challenge deficit thinking, track ambitious targets.	Curriculum maps, attainment data, pupil voice.		
Contribution to local area SEND strategy	Engage in LA forums, share practice, promote local offer.	Partnership meeting notes, newsletters, website links.		
Meeting needs via environment, teaching, wider offer	Audit accessibility, adapt teaching/resources, ensure enrichment access.	Accessibility audits, lesson observations, enrichment participation.		
Monitoring progress & reviewing adaptations	Track SEND progress, termly reviews, adjust support swiftly.	Progress dashboards, review records, provision change notes.		
Supporting successful transitions	Create clear pathways, personalise support, engage parents early.	Transition timetables, feedback, follow-up reports.		

