THE SEND ACCOUNTABILITY PROJECT

TOOLKIT 3

SEND Master Operational Framework

Policy directive and ten operational toolkits

Deep Blue: Governance & Finance Architecture

Teal: Teaching, Interventions & Pathways

Slate Grey: Data, Integration & People Hubs

The SEND Accountability Project Ltd
Supporting schools, families and professionals through practical SEND resources, toolkits and insights.

Executive purpose

This framework sets an operational baseline for SEND governance, resource management and teaching practice. It aims to move from reactive SEND support to a data-informed, legally secure approach that narrows attainment gaps, safeguards funding and maximises pupil progress.

Keep the framework text as it is so results can be compared across departments and partner schools. Add your local data, Local Offer contacts and branding, and record any local changes in the Local Improvements and Versions Log at the end.

DEEP BLUE TRACK
Governance & Finance Architecture

TEAL TRACK
Teaching, Interventions & Pathways

SLATE GREY TRACK
Data, Integration & People Hubs

Pupil and family details are replaced with reference codes. Never enter names.

1 Governance, Compliance & Statutory Alignment

Track 1: Governance & Finance Architecture

School

Completed by

Date

OPERATIONAL PURPOSE

Standardises the accountability ladder linking the Board of Governors, the Headteacher and executive leadership, and the SENDCO. The SEND Information Report is treated as a live compliance document that reduces legal risk.

TARGET METRICS & KPIS

100% compliance on statutory annual review windows; zero breaches of EHCP legal delivery timelines.

GOVERNANCE ACTION REQUIREMENTS

The governing body audits the Compliance Risk Register at the start of every term. High-risk areas (such as delayed external assessments) are flagged to the local authority's statutory team with a clear timeline for remediation.

Compliance risk register

ROW 1

Statutory requirement

SEND Information Report

Responsible officer (role)

Last review

Next due

Status

Identified risk / action required

ROW 2

Statutory requirement

Accessibility Plan

Responsible officer (role)

Last review

Next due

Status

Identified risk / action required

ROW 3

Statutory requirement

EHCP Annual Reviews

Responsible officer (role)

Last review

Next due

Status

Identified risk / action required

Notes and next steps

Notes

2 Provision Mapping & Resource Optimisation

Track 1: Governance & Finance Architecture

School

Completed by

Date

OPERATIONAL PURPOSE

Removes duplicated provision and resource mismatches. Tracks interventions against groups of pupils so you can show inspectors and the local authority that budgets are used efficiently and support follows impact.

TARGET METRICS & KPIS

0% variance between allocated and delivered support hours; intervention cost-efficiency improves term on term.

GOVERNANCE ACTION REQUIREMENTS

The SENDCO and School Business Manager cross-check this planner monthly against staffing to confirm Teaching Assistant time matches documented intervention plans.

Provision map

ROW 1

Intervention name

Speech Link

Target pupil group (no names)

Support tier

Staff role assigned

Weekly hours

Hourly cost (£)

Total weekly cost (£)

ROW 2

Intervention name

Sensory Circuit

Target pupil group (no names)

Support tier

Staff role assigned

Weekly hours

Hourly cost (£)

Total weekly cost (£)

Notes and next steps

Notes

9 Funding Architecture, High-Needs Block & Banding

Track 1: Governance & Finance Architecture

School

Completed by

Date

OPERATIONAL PURPOSE

Tracks and justifies SEND funding: Element 1 (core place funding), Element 2 (notional SEND funding, up to £6,000) and Element 3 (local authority high-needs top-up).

TARGET METRICS & KPIS

Zero deficit variance on the notional SEND budget line; 100% reconciliation of Element 3 claims submitted to the local authority.

GOVERNANCE ACTION REQUIREMENTS

Review monthly with the School Business Manager. Keep pupil-level lines pseudonymised.

Funding tracker

ROW 1

Pupil reference code (e.g. P-0423)

Primary need

Element 1 (£)

Element 2 (£)

Element 3 LA (£)

Total budget (£)

Monthly spend (£)

ROW 2

Pupil reference code (e.g. P-0423)

Primary need

Element 1 (£)

Element 2 (£)

Element 3 LA (£)

Total budget (£)

Monthly spend (£)

Notes and next steps

Notes

6 Universal High-Quality Inclusive Teaching (Wave 1)

Track 2: Teaching, Interventions & Pathways

School	Completed by	Date

OPERATIONAL PURPOSE

A practical, objective way for teachers to deliver adaptive teaching in mainstream lessons: reducing cognitive overload, using predictable visual structures and removing environmental or acoustic barriers that trigger sensory dysregulation.

Classroom audit

ROW 1

Environmental area	Specific audit criteria
Visual structure	
Evidenced?	**Observed strengths / required actions**

ROW 2

Environmental area

Cognitive load

Specific audit criteria

Evidenced?

Observed strengths / required actions

ROW 3

Environmental area

Sensory workspace

Specific audit criteria

Evidenced?

Observed strengths / required actions

Notes and next steps

Notes

7 Targeted & Specialist Intervention Management (Waves 2 & 3)

Track 2: Teaching, Interventions & Pathways

School

Completed by

Date

OPERATIONAL PURPOSE

Brings precision to targeted groups and intensive 1:1 support. Clear, scorecard-based entry and exit thresholds stop pupils staying in long-term, low-impact interventions.

Intervention scorecard

ROW 1

Pupil reference code (e.g. P-0423)

Intervention name

Frequency / duration

Baseline

Current

Fidelity (%)

Exit?

ROW 2

Pupil reference code (e.g. P-0423)

Intervention name

Frequency / duration

Baseline

Current

Fidelity (%)

Exit?

Notes and next steps

Notes

10 Post-16 Transitions, Preparation for Adulthood & Pathways

Track 2: Teaching, Interventions & Pathways

School | **Completed by** | **Date**

OPERATIONAL PURPOSE

Plans transitions and Preparation for Adulthood outcomes, tracks NEET risk and confirms destinations.

Transition tracker

ROW 1

Pupil reference code (e.g. P-0423)

Year group

Primary PfA focus

Active transition goals

NEET risk

Confirmed destination

ROW 2

Pupil reference code (e.g. P-0423)

Year group

Primary PfA focus

Active transition goals

NEET risk

Confirmed destination

Notes and next steps

Notes

3 Multi-Agency Collaboration & Integration Hub

Track 3: Data, Integration & People Hubs

School | **Completed by** | **Date**

OPERATIONAL PURPOSE

Tracks referrals to external services against expected timescales and records escalation.

Referral tracker

ROW 1

Agency / service

NHS Speech and Language Therapy

Key contact (role or team)

Referral date

Expected date

Timescale met?

Escalation action taken

ROW 2

Agency / service

CAMHS

Key contact (role or team)

Referral date

Expected date

Timescale met?

Escalation action taken

Notes and next steps

Notes

4 Co-Production & Family Partnership Protocols

Track 3: Data, Integration & People Hubs

School	Completed by	Date

OPERATIONAL PURPOSE

Records family aspirations and co-designed actions. Use a family reference code, never parent or pupil names.

Co-production record

ROW 1

Pupil reference code (e.g. P-0423)	Family reference code

Key family aspirations	Co-designed action steps

Agreed review	Agreed with family?

ROW 2

Pupil reference code (e.g. P-0423)

Family reference code

Key family aspirations

Co-designed action steps

Agreed review

Agreed with family?

Notes and next steps

Notes

5 Data Governance, Analytics & Digital Dashboards

Track 3: Data, Integration & People Hubs

School

Completed by

Date

OPERATIONAL PURPOSE

Compares whole-school SEND measures against targets and records the strategic action needed.

SEND measures

ROW 1

Metric

SEND attendance rate

School baseline

National target

Current performance

Variance

Strategic action required

ROW 2

Metric	School baseline
Annual review deadlines met	
National target	**Current performance**
Variance	**Strategic action required**

Notes and next steps

Notes

8 Workforce Capacity Building & CPD Framework

Track 3: Data, Integration & People Hubs

School

Completed by

Date

OPERATIONAL PURPOSE

Tracks SEND training across teams, whether it has been validated in practice, and when refreshers are due.

CPD tracker

ROW 1

Department / team

Role type

Training module title

Completion date

Validated?

Next refresher

ROW 2

Department / team

Role type

Training module title

Completion date

Validated?

Next refresher

Notes and next steps

Notes

Local Improvements and Versions Log

Record every local adjustment without overwriting the framework text.

Versions

ROW 1

Version

1.0

Date

Section / template adjusted

Nature of adaptation / improvement

Authorised sign-off (role)

ROW 2

Version

1.1

Date

Section / template adjusted

Nature of adaptation / improvement

Authorised sign-off (role)