THE SEND ACCOUNTABILITY PROJECT

Free SENDCO Quick Start Pack

Practical Reflection Tools for Schools

Supporting:

- ✓ SENDCOs
- ✓ Headteachers
- ✓ Governors
- ✓ Inclusion Leads
- ✓ Senior Leaders

Practical SEND Resources • Toolkits • Dashboards • Insights

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

Welcome

Thank you for downloading this free SENDCO Quick Start Pack.

The SEND Accountability Project develops practical resources, tools and insights designed to support schools, families and professionals working with children and young people with SEND.

This pack has been designed to help schools:

- Review current SEND provision
- Identify strengths and priorities
- Support strategic planning
- Reflect on partnership working
- Develop practical improvement actions

The resources may be used independently or as part of wider SEND development activity.

Useful links

SEND Family Hub: thesendaccountabilityproject.online
12 Toolkit Platform: 12-toolkit.thesendaccountabilityproject.online
OAP Toolkit: toolkit-12.thesendaccountabilityproject.online
Parent SEND Support Website: thesendaccountabilityproject.com

About The SEND Accountability Project

The SEND Accountability Project exists to support improved outcomes for children and young people with SEND through practical resources, accessible tools and collaborative approaches.

Current and future developments include:

✓ SEND Toolkits
✓ Parent Resources
✓ SEND Development Planning Resources
✓ School Dashboards
✓ SEND Self-Assessment Tools
✓ Professional Development Resources

01 SENDCO Health Check

Review your current position. Rate each area as Significant Concern, Developing or Established.

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

Leadership Support

Significant Concern Developing Established

SEND Strategy

Significant Concern Developing Established

SEND Processes

Significant Concern Developing Established

Parent Partnership

Significant Concern Developing Established

EHCP Management

Significant Concern Developing Established

Staff Confidence

Significant Concern Developing Established

SEND Data & Monitoring

Significant Concern Developing Established

Provision Mapping

Significant Concern | Developing | Established

Outcomes Tracking

Significant Concern | Developing | Established

Attendance & Inclusion

Significant Concern | Developing | Established

Transition Planning

Significant Concern | Developing | Established

What is currently working well?

What requires attention?

What are your top three SEND priorities?

02 SEND Provision Review

Identify strengths, gaps and priorities for improvement.

School

Completed by

Date

Reflect on current provision

Strengths: what aspects of SEND provision are working effectively?

Areas for development: which aspects would benefit from review or improvement?

Immediate actions: what actions could be taken within the next term?

Longer-term development priorities

03 EHCP Annual Review Checklist

Stay organised and track essential review requirements.

School	Completed by	Date

A Before the Review

- [ ] Review date confirmed
- [ ] Parents/carers invited
- [ ] Child or young person's views gathered
- [ ] Professional reports requested
- [ ] Reports received
- [ ] Documentation circulated
- [ ] Venue/meeting arrangements confirmed
- [ ] Attendees confirmed

B During the Review

- [ ] Progress reviewed
- [ ] Outcomes discussed
- [ ] Current provision considered
- [ ] Parent views recorded
- [ ] Child views recorded
- [ ] Recommendations agreed
- [ ] Future support needs discussed
- [ ] Actions assigned

C After the Review

- [ ] Notes completed
- [ ] Local Authority notified

- [ ] **Submission completed**
- [ ] **Actions tracked**
- [ ] **Review date noted**

Notes

04 Parent Partnership Reflection

Evaluate how effectively your school engages with families. Rate each statement from 1 to 5.

School	Completed by	Date

Parents feel listened to	1 2 3 4 5
Communication is timely	1 2 3 4 5
Information is accessible	1 2 3 4 5
Meetings feel collaborative	1 2 3 4 5
Concerns are addressed appropriately	1 2 3 4 5
Parents understand provision arrangements	1 2 3 4 5

Total: 0 / 30

What are we doing well?	What could improve?	Planned actions

05 SEND Action Planner

Turn priorities into clear actions and measurable outcomes.

School

Completed by

Date

Priority area

Current position

Desired outcome

Actions required

Lead person

Review date

Success measures

06 SEND Improvement Notes

Capture what your reflection has identified, and what you need to act on it.

School

Completed by

Date

Key areas identified through reflection

Resources required

Partnerships and support

07 Resource Directory

More support from The SEND Accountability Project.

SEND Family Hub

The central hub for resources, toolkits and future developments.

thesendaccountabilityproject.online ↗

12 Toolkit Platform

Practical SEND resources and tools.

12-toolkit.thesendaccountabilityproject.online ↗

OAP Toolkit

Additional resources and support materials.

toolkit-12.thesendaccountabilityproject.online ↗

Parent SEND Support Website

Information and support for parents and carers.

thesendaccountabilityproject.com ↗

School Dashboards

Currently in development.

Coming soon

Help Shape Future Resources

Thank you for using this resource. The SEND Accountability Project welcomes feedback from schools, families and professionals to help inform future development.

What was the most useful section?

What additional resources would support your setting?

Would you be interested in learning more about future resources?

□ Yes □ No □ Maybe

Or leave feedback online: http://localhost:3000/quick-start#feedback

Contact us

director@thesendaccountabilityproject.online · datalead@thesendaccountabilityproject.online · 07989 876565 · thesendaccountabilityproject.online

Privacy notice

This downloadable resource does not require registration.

If you choose to provide feedback or contact us, please do not include pupil-identifiable information, safeguarding information, special category data or confidential case information.

Any information voluntarily submitted will be processed in accordance with applicable UK data protection legislation and our privacy information.

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Disclaimer

This resource is intended to support professional reflection, planning and discussion.

It does not constitute legal advice, statutory guidance, educational psychology advice, consultancy services or professional recommendations.

Schools remain responsible for ensuring compliance with all relevant legislation, statutory guidance and local procedures.

Whilst reasonable efforts are made to maintain accuracy, The SEND Accountability Project Ltd accepts no liability for decisions made solely on the basis of this resource.

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