THE SEND ACCOUNTABILITY PROJECT

SENDCO QUICK START & IMPROVEMENT WORKBOOK v1.0

Quick Start & Improvement Workbook

Practical SEND Reflection, Review and Improvement Planning Tools for Schools

Supporting: SENDCOs · Inclusion Leads · Headteachers · Senior Leaders · Governors

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The SEND Accountability Project Ltd

Supporting schools, families and professionals through practical SEND resources, toolkits and insights.

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Welcome

This workbook gives SENDCOs, Inclusion Leads, Headteachers, Senior Leaders and Governors one place to reflect on SEND practice, review provision and plan improvement. Use it for:

- ✓ Reflection on what is working and what is not
- ✓ Improvement planning with clear actions
- ✓ SEND development over 30 and 90 days
- ✓ Leadership conversations with your senior team
- ✓ Governance support and challenge

Your answers save in this browser only. Never enter pupil names or identifiable details. Use references such as Pupil A001.

01 SENDCO Health Check

Score each statement from 1 (not in place) to 5 (embedded), with evidence, reflection and an automatic score sheet.

School

Completed by

Date

1 = Not in Place | **2** = Emerging | **3** = Developing | **4** = Established | **5** = Embedded

A Leadership & Strategic Oversight

SEND is a visible priority within the School Improvement Plan.

1 2 3 4 5

Evidence

SEND is discussed regularly at Senior Leadership Team meetings.

1 2 3 4 5

Evidence

The SENDCO has sufficient time to fulfil statutory duties.

1 2 3 4 5

Evidence

Governors receive regular SEND reports.

1 2 3 4 5

Evidence

SEND funding is reviewed strategically.

1 2 3 4 5

Evidence

Leadership Score: 0 / 25

Priority actions

B Parent Partnership Health Check

Partnership working. Rate each statement 1 to 5.

Parents report feeling listened to.

1 2 3 4 5

Communication is timely and respectful.

1 2 3 4 5

Parents understand their child's support arrangements.

1 2 3 4 5

School and home work collaboratively.

1 2 3 4 5

Concerns are responded to appropriately.

1 2 3 4 5

Reflection questions

Where are relationships strongest?

What barriers exist?

What could improve communication?

Overall Score: 0 / 25

C Identification, Staffing and Outcomes

Identification

SEND register is accurate

1 2 3 4 5

Pupils are reviewed regularly

1 2 3 4 5

Graduated approach is consistent

1 2 3 4 5

Evidence is recorded effectively

1 2 3 4 5

Concerns from staff and parents are acted on promptly

1 2 3 4 5

Notes

Staffing

Staff receive SEND training

1 2 3 4 5

New staff receive induction

1 2 3 4 5

Staff know pupil needs

1 2 3 4 5

Staff understand reasonable adjustments

1 2 3 4 5

Staff can access SEND advice and support when needed

1 2 3 4 5

Notes

Outcomes

Progress is evaluated

1 2 3 4 5

Attendance is monitored

1 2 3 4 5

Participation is reviewed

1 2 3 4 5

Preparation for adulthood is considered

1 2 3 4 5

Pupil and parent views inform the review of outcomes

1 2 3 4 5

Notes

SENDCO Score Sheet

Leadership & Strategic Oversight	0 / 25
Parent Partnership	0 / 25
Identification	0 / 25
Staffing	0 / 25
Outcomes	0 / 25
Total	0 /125

02 SEND Provision Audit

A detailed Early Identification review plus a Red, Amber, Green check across every area of provision.

School

Completed by

Date

A Early Identification

RAG status for Early Identification

Red · Priority action

Amber · Review needed

Green · Working well

Review areas

- [ ] **Assessments used appropriately**
- [ ] **Concerns identified early**
- [ ] **Data reviewed regularly**
- [ ] **Parent concerns considered**
- [ ] **Staff know referral processes**

Evidence

Strengths

Areas for Development

Actions

B Other areas of provision

Leadership & Governance

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Quality First Teaching

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Graduated Approach

Red · Priority action | Amber · Review needed | Green · Working well

Notes

SEND Register Management

Red · Priority action | Amber · Review needed | Green · Working well

Notes

SEN Support

Red · Priority action | Amber · Review needed | Green · Working well

Notes

EHCP Provision

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Attendance

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Behaviour

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Inclusion

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Transition

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Parent Engagement

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Outcomes Monitoring

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Action Planning

Red · Priority action | Amber · Review needed | Green · Working well

Notes

Red	Amber	Green	Areas rated
0	0	0	0/14

03 SEND Register Health Review

Check the register is accurate, current and supported by evidence.

School

Completed by

Date

A Register numbers

Numbers only. No pupil details.

Total pupils on roll

Pupils on the SEND register

Pupils with an EHCP

Pupils at SEN Support

B Reflection

Is the register accurate?

What evidence supports this?

What actions are required?

On the SEND register

—

EHCP

—

SEN Support

04 Attendance & Inclusion Review

Review attendance, persistent absence, inclusion, participation and barriers for pupils with SEND.

School

Completed by

Date

A Attendance

What we know now (whole-school or group data only)

What we will do next

B Persistent absence

What we know now (whole-school or group data only)

What we will do next

C Inclusion

What we know now (whole-school or group data only)

What we will do next

D Participation

What we know now (whole-school or group data only)	What we will do next

E Barriers

What we know now (whole-school or group data only)	What we will do next

F Development planning

ROW 1

Priority	Action

Lead	Review date

ROW 2

Priority	Action

Lead	Review date

05 Parent Partnership Toolkit

A parent meeting record, a parent engagement audit and ready-made letters.

School

Completed by

Date

A Parent Meeting Record

Do not record the child's name. Use a school reference only if you need one.

Date

Participants

Concerns raised

Strengths discussed

Agreed actions

ROW 1

Action

By whom

Date

ROW 2

Action

By whom

Date

Review date

B Parent Engagement Audit

Rate each statement from 1 to 5.

Parents feel listened to	1 2 3 4 5
Parents understand provision	1 2 3 4 5
Parents know who to contact	1 2 3 4 5
Parents contribute to reviews	1 2 3 4 5
Parents receive regular updates	1 2 3 4 5

Total: 0 / 25

Actions

C Letter templates

Ready-made wording you can edit, copy or print.

Initial SEND concern meeting (you can edit this wording)

Dear [Parent / carer name],

I am writing to invite you to a meeting to talk about how your child is getting on in school. Some of your child's teachers have noticed that they may benefit from some extra help with their learning, and we would really value your views.

The meeting will be on [date] at [time] in [location]. It will be an informal conversation and there is nothing you need to prepare, but you may find it helpful to think about:

- what your child enjoys and finds easier
- anything your child finds difficult, at school or at home
- any questions or worries you have

You are welcome to bring someone with you for support. If the date or time is not convenient, please let me know and we will find another time.

Yours sincerely,

[SENDCO name]
SENDCO, [School name]

06 EHCP Annual Review Checklist

Before, during and after the meeting, plus a review meeting record.

School

Completed by

Date

0 of 19 checklist items complete 0%

A Before the Meeting

- ☐ **Review date identified**
- ☐ **Invitations sent**
- ☐ **Parent views requested**
- ☐ **Child views requested**
- ☐ **Staff reports requested**
- ☐ **External professional reports requested**
- ☐ **Venue confirmed**
- ☐ **Documentation circulated**

Notes

B During the Meeting

- ☐ **Progress reviewed**
- ☐ **Outcomes discussed**
- ☐ **Provision reviewed**
- ☐ **Parent views recorded**
- ☐ **Child views recorded**
- ☐ **Recommendations agreed**

Notes

C After the Meeting

- [ ] **Notes completed**
- [ ] **Actions assigned**
- [ ] **Local Authority notified**
- [ ] **Review submitted**
- [ ] **Follow-up meeting scheduled**

Completion date

D Review Meeting Record

Year group

EHCP review date

Strengths

Concerns

Recommendations

Actions

Responsible person

Review date

07 SENDCO Workload Audit

A weekly activity review with total hours and reflection questions.

School	Completed by	Date

Activity	Hours	Share of time
EHCP Reviews		0%
Meetings		0%
Parent Contact		0%
Administration		0%
Data Analysis		0%
Staff Support		0%
Training		0%
Teaching		0%
Total weekly hours	0 hrs	Enter hours to see the breakdown.

Reflection

What generates the greatest workload?	What could be streamlined?	What support would help most?

08 SEND Governor Toolkit

A governor visit template and the questions governors should ask.

A SEND Governor Visit Template

Visit details

Governor

Date

Staff met

Focus of visit

Evidence gathered

What is working well?

Challenges identified?

Questions arising?

Actions recommended?

B Questions Governors Should Ask

1. What proportion of pupils are on the SEND Register?

Answer and evidence seen

2. What outcomes are being achieved?

Answer and evidence seen

3. What are attendance trends?

Answer and evidence seen

4. How many EHCPs are in place?

Answer and evidence seen

5. What training has been delivered?

Answer and evidence seen

6. How is parent voice gathered?

Answer and evidence seen

7. What are the current SEND priorities?

Answer and evidence seen

Governors' notes

09 SEND Action Plan Template

Plan each priority area: current position, outcome, actions, success measures and RAG status.

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

Priority area 1

Priority | **Current position** | **Desired outcome**

Actions required

ROW 1

Action | **Lead** | **Deadline**

ROW 2

Action | **Lead** | **Deadline**

Success measures | **RAG status** (Red / Amber / Green) | **Review date**

Priority area 2

Priority

Current position

Desired outcome

Actions required

ROW 1

Action

Lead

Deadline

ROW 2

Action

Lead

Deadline

Success measures

RAG status

Red

Amber

Green

Review date

Priority area 3

Priority

Current position

Desired outcome

Actions required

ROW 1

Action

Lead

Deadline

ROW 2

Action

Lead

Deadline

Success measures

RAG status

Red

Amber

Green

Review date

10 Action Tracker

Track every action with an owner, status, evidence and review date.

School

Completed by

Date

Actions

ROW 1

Action

Owner

Status

Evidence

Review date

Progress notes

ROW 2

Action

Owner

Status

Evidence

Review date

Progress notes

ROW 3

Action

Owner

Status

Evidence

Review date

Progress notes

ROW 4

Action

Owner

Status

Evidence

Review date

Progress notes

11 SEND Improvement Journal

Space to think, question and plan. Use it after meetings, reviews and training.

School

Completed by

Date

Journal

Key reflections

Questions

Ideas

Next steps

Discussion points

12 30-Day SEND Sprint Planner

One focused improvement, four weeks of actions, one review.

School

Completed by

Date

A The sprint

Sprint focus

Challenge

Intended impact

B Weekly actions

Week 1 actions

Week 2 actions

Week 3 actions

Week 4 actions

C Sprint review

Success measures

Review notes

13 90-Day SEND Improvement Planner

A strategic priority broken into three 30-day phases, with evidence and evaluation.

School	Completed by	Date

A Priority

Strategic priority	Current position	Target position

B Milestones

First 30 days	Days 31 to 60	Days 61 to 90

C Evaluation

Evidence of success	Final evaluation	Next priority

14 Inspection Findings to Action Planning

Turn findings from inspections, audits, reviews and parent feedback into clear, measurable actions.

School

Completed by

Date

Findings

One row per finding.

ROW 1

Source

Finding

Impact

Desired outcome

Actions

Evidence required

Success measures

Review date

ROW 2

Source

Finding

Impact

Desired outcome

Actions

Evidence required

Success measures

Review date

WORKED EXAMPLE

From inspection finding to review

1. **Finding**	Example only: "Pupils with SEND do not consistently receive the adaptations set out in their support plans."
2. **Improvement priority**	Every pupil with SEND receives agreed adaptations in every lesson.
3. **30-day sprint**	Week 1: share one-page profiles with all teachers. Week 2: model three adaptations in briefing. Week 3: learning walks focused on adaptations. Week 4: review findings with staff.
4. **90-day plan**	Days 1–30: the sprint above. Days 31–60: coaching for teachers where gaps were seen. Days 61–90: repeat learning walks and gather pupil and parent views.
5. **Success measures**	Adaptations seen in most observed lessons; teacher confidence rises in the staff survey; parents report better consistency.
6. **Review structure**	Fortnightly SENDCO check-in, half-termly report to the senior team, termly update to governors.

Legislative & guidance alignment

The workbook's prompts are written with reference to the following. Links open the official source in a new tab.

Children and Families Act 2014

Part 3 sets out duties for children and young people with SEND, including EHC plans.

https://www.legislation.gov.uk/ukpga/2014/6/contents

SEND Code of Practice: 0 to 25 years

Statutory guidance on identifying, assessing and supporting SEND.

https://www.gov.uk/search/all?keywords=SEND%20code%20of%20practice%200%20to%2025%20years

SEND Regulations 2014

Regulations on assessments, EHC plans, reviews and the SEN Information Report.

https://www.legislation.gov.uk/uksi/2014/1530/contents

Equality Act 2010

Reasonable adjustments and accessibility duties for disabled pupils.

https://www.legislation.gov.uk/ukpga/2010/15/contents

Data Protection Act 2018

UK data protection law, alongside UK GDPR.

https://www.legislation.gov.uk/ukpga/2018/12/contents

UK GDPR

ICO guidance on handling personal data, including children's data.

https://ico.org.uk/for-organisations/uk-gdpr-guidance-and-resources/

Teachers' Standards

Standard 5: adapt teaching to respond to the strengths and needs of all pupils.

https://www.gov.uk/search/all?keywords=Teachers'%20Standards

Mandatory SENCO qualification guidance

Requirements for SENCOs to hold the national qualification.

https://www.gov.uk/search/all?keywords=SENCO%20mandatory%20qualification%20NPQ

Education Inspection Framework

How Ofsted inspects schools, including provision for pupils with SEND.

https://www.gov.uk/search/all?keywords=Ofsted%20education%20inspection%20framework

Area SEND Inspection Framework

Joint Ofsted and CQC inspections of local area SEND arrangements.

https://www.gov.uk/search/all?keywords=area%20SEND%20inspection%20framework%20and%20handbook

Keeping Children Safe in Education

Statutory safeguarding guidance, including additional vulnerabilities of children with SEND.

https://www.gov.uk/search/all?keywords=Keeping%20children%20safe%20in%20education

Working Together to Safeguard Children

Multi-agency safeguarding arrangements.

https://www.gov.uk/search/all?keywords=Working%20together%20to%20safeguard%20children

Working Together to Improve School Attendance

Attendance expectations, including support for pupils with SEND.

https://www.gov.uk/search/all?keywords=Working%20together%20to%20improve%20school%20attendance

Alternative Provision guidance

Statutory guidance for commissioning alternative provision.

https://www.gov.uk/search/all?keywords=alternative%20provision%20statutory%20guidance

Official sources appendix

GOV.UK guidance: https://www.gov.uk/education

Legislation.gov.uk: https://www.legislation.gov.uk

ICO guidance: https://ico.org.uk

SEND Code of Practice: https://www.gov.uk/search/all?keywords=SEND%20code%20of%20practice

Teachers' Standards: https://www.gov.uk/search/all?keywords=Teachers'%20Standards

Ofsted frameworks: https://www.gov.uk/government/organisations/ofsted

SEND inspection frameworks: https://www.gov.uk/search/all?keywords=area%20SEND%20inspection%20framework

Always check the official source for the latest version before making decisions.

Accessibility, privacy and disclaimer

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Privacy notice

No registration or login is required. Feedback is optional. Your answers stay in your browser. Use pseudonymised references (for example Pupil A001) and avoid any identifiable pupil information.

Compliance disclaimer

This workbook supports reflection and improvement planning. It is not legal advice, not consultancy, and completing it is not evidence of statutory compliance.

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