



## 5.9 Writing the school SEN information report

*The governing bodies of maintained schools and maintained nursery schools and the proprietors of academy schools must publish information on their websites about the implementation of the governing body's or the proprietor's policy for pupils with SEN. The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible.*

- SEND Code of Practice, 6.79

### What is the purpose of a School Information Report?

The SEN Information Report should tell the story of a school's everyday practice and provision for children and young people with special educational needs. The report should be written in an easy to read format and should be co-produced with parents, children and young people and published on the school's website

### What should be included in a School Information Report?

- ✓ Describe the range of special educational needs for which provision is made at your school. This will cover support provided from element 1 and 2 funding (see section - 4 SEN Funding)
- ✓ Provide information, in relation to mainstream schools and maintained nursery schools, about the school's policies for the identification and assessment of learners with special educational needs.
- ✓ Provide information about your school's policies for making provision for learners with SEN whether or not learners have EHC plans, including:
  - how the school evaluates the effectiveness of its provision for such learners;

## **The South Glos Way: A SEND and inclusion toolkit for South Gloucestershire education settings and professionals**

- the school's arrangements for assessing and reviewing the progress of learners with SEN;
  - the school's approach to teaching learners with SEN;
  - how the school adapts the curriculum and learning environment for learners with SEN;
  - additional support for learning that is available to learners with SEN;
  - how the school enables learners with SEN to engage in the activities of the school (including physical activities) together with children who do not have special educational needs;
  - support that is available for improving the emotional, mental and social development of learners with SEN.
- ✓ In relation to mainstream schools and maintained nursery schools, the name and contact details of the SENCO.
  - ✓ Provide information about the expertise and training of staff in relation to children and young people with SEN and about how specialist expertise will be secured.
  - ✓ Provide information about how equipment and facilities to support children and young people with SEN will be secured.
  - ✓ Explain what the arrangements are for consulting parents of children with SEN about, and involving such parents in, the education of their child.
  - ✓ Explain what the arrangements are for consulting young people with SEN about, and involving them in, their education.
  - ✓ Any arrangements made by the schools' governing body relating to the treatment of complaints from parents of learners with SEN concerning the provision made at the school.
  - ✓ Outline how your schools' governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of learners with SEN and in supporting the families of such learners
  - ✓ Provide the contact details of support services for the parents of learners with SEN.
  - ✓ Explain your school's arrangements for supporting learners with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living.
  - ✓ Signpost information on where the local authority's local offer is published.