



SEN information report: checklist of contents

This checklist specifies the information that must be included in a school's special educational needs (SEN) information report.

All state-funded schools, except special schools established in hospitals, must publish an SEN information report on their website.

The checklist is based on the requirements set out in [schedule 1 of the Special Educational Needs and Disabilities \(SEND\) Regulations 2014](#) and [paragraphs 6.79-6.81 of the SEND Code of Practice](#).

Required information	✓
The kinds of SEN that are provided for	
Policies for identifying pupils with SEN and assessing their needs, including the name and contact details of the special educational needs co-ordinator (SENCO) (<i>mainstream schools only</i>)	
Arrangements for consulting parents of children with SEN and involving them in their child's education	
Arrangements for consulting young people with SEN and involving them in their education	
Arrangements for assessing and reviewing pupils' progress towards outcomes This should include the opportunities available to work with parents and young people as part of this assessment and review	
Arrangements for supporting pupils moving between phases of education and preparing for adulthood	
The approach to teaching pupils with SEN	
How adaptations are made to the curriculum and the learning environment of pupils with SEN	
Additional support for learning that is available for pupils with SEN	

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Required information	✓
The expertise and training of staff to support pupils with SEN, including how specialist expertise will be secured	
How equipment and facilities to support children and young people with SEN will be secured	
How the effectiveness of the provision made for pupils with SEN is evaluated	
How pupils with SEN are enabled to engage in activities available with those in the school who do not have SEN	
Support for improving emotional and social development. This should include extra pastoral support arrangements for listening to the views of pupils with SEN and measures to prevent bullying	
How the school involves other bodies, including health and social care bodies, local authority (LA) support services and voluntary sector organisations, in meeting pupils' SEN and supporting their families	
Arrangements for handling complaints from parents of children with SEN about the provision made at the school	
Contact details of support services for parents of pupils with SEN	
Named contacts within the school for when young people or parents have concerns	
The school's contribution to the local offer and where the LA's local offer is published	

Your SEN information report must also include information about:

Required information	✓
The arrangements for the admission of disabled pupils	
The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils	
The facilities you provide to help disabled pupils access your school	
How to find your school's accessibility plan	

This is set out in the DfE's requirements for [what maintained schools must publish online](#) and [what academies should publish online](#).

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