

SEN information report audit tool

The Special Educational Needs and Disability Regulations 2014

Schedule 1 - Information to be included in the SEN information report

Clause		RAG	Comment
1.	The kinds of special educational needs for which provision is made at the school.		
2.	Information, in relation to mainstream schools and maintained nursery schools, about the school's policies for the identification and assessment of pupils with special educational needs.		
3.	Information about the school's policies for making provision for pupils with special educational needs whether or not pupils have EHC Plans, including: -		
(a)	how the school evaluates the effectiveness of its provision for such pupils;		
(b)	the school's arrangements for assessing and reviewing the progress of pupils with special educational needs;		
(c)	the school's approach to teaching pupils with special educational needs;		
(d)	how the school adapts the curriculum and learning environment for pupils with special educational needs;		
(e)	additional support for learning that is available to pupils with special educational needs;		
(f)	how the school enables pupils with special educational needs to engage in the activities of the school (including physical activities) together with children who do not have special educational needs; and		
(g)	support that is available for improving the emotional, mental and social development of pupils with special educational needs.		
4.	In relation to mainstream schools and maintained nursery schools, the name and contact details of the SEN co-ordinator.		

5.	Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.		
6.	Information about how equipment and facilities to support children and young people with special educational needs will be secured.		
7.	The arrangements for consulting parents of children with special educational needs about, and involving such parents in, the education of their child.		
8.	The arrangements for consulting young people with special educational needs about, and involving them in, their education.		
9.	Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.		
10.	How the governing body involves other bodies, including health and social services bodies, local authority support services and voluntary organisations, in meeting the needs of pupils with special educational needs and in supporting the families of such pupils		
11.	The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with section 32.		
12.	The school's arrangements for supporting pupils with special educational needs in a transfer between phases of education or in preparation for adulthood and independent living.		
13.	Information on where the local authority's local offer is published.		

Special educational needs and disability code of practice: 0 to 25 years
Publishing information: SEN information report

Section		RAG	Comment
6.79	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.		
6.79	The information published should be updated annually and any changes to the information occurring during the year should be updated as soon as possible.		
6.80	The above should include arrangements for supporting children and young people who are looked after by the local authority and have SEN.		
6.81	Schools should ensure that the information is easily accessible by young people and parents and is set out in clear, straightforward language.		
6.81	It should also give details of the school's contribution to the Local Offer and must include information on where the local authority's Local Offer is published.		
6.82	In setting out details of the broad and balanced curriculum provided in each year, schools should include details of how the curriculum is adapted or made accessible for pupils with SEN.		