

SENCO HANDOUT: SENCO DATA FILE OVERVIEW

As the strategic lead for SEN within the school, it is best practice for SENCOs to keep a clear overview of all data across the setting. This should be kept in one place, either as a hard file or electronic file.

Keeping summary information helps to inform the SENCO of the SEND profile across the school, including:

- SEN level of need, provision and support provided
- Progress made by SEN pupils compared to other groups
- Quality of the teaching and learning, evidenced through training

Do you have a copy of the following?	Yes/No	Action/Notes
SEN Audit – this is an overview of your SEND profile, how many on register, % by year/category of need, EHC, monitoring SEN Policy		
SEN Information Report		
Previous Ofsted Report/ISI Report		
Department Development Plan/Action Plan and progress being made		
Overview of 'progression of assessment'		
Overview of 'progression of intervention'		
Provision map		
The Referral process		
Policy on information sharing – how are teachers provided with information to be able to differentiate their teaching and learning?		



SENDISS

Access-Achieve-Empower

Case Studies		
Summary of any lesson observations/learning walks with outcomes		
Summary of any training provided by SENCO/LS Department with outcomes		
Summary of impact of intervention		
Summary of meetings with SEN governor		
Summary of staff CPD relating to SEND		
Summary of parental surveys and impact		
Summary of pupil involvement and impact		
Summary of transitional meetings		
Summary of Wave One intervention approach and effectiveness		
Summary of progress made through additional support and cost-analysis		
Baseline screening data: e.g. GL Assessment, MiDyrs, CATS		
Access arrangements overview		
SEN Timeline		
Progress data and analysis		
Miscellaneous		