

SENCO HANDOUT: POLICY DOCUMENTS OVERVIEW

The following documents are either a legal requirement or as best practice.

Policy	Rationale	Date: Updated	Date: Shared with staff	Date: Shared with governors	Published on website
SEND POLICY	To ensure all protocols and procedures are outlined and followed. To alert parents and staff to the protocols and policies relating to SEND within the setting				
Sen Information Report	Legal requirement To provide information for parent relating to the school				
Disability Access Policy	Legal requirement, to ensure setting is accessible				
External Exams and Access arrangements Policy	To ensure parents and staff are fully aware of the protocols and procedures for amonisation of access arrangements				
Information Sharing Policy	To comply with data protection legislation				



SENDISS

Access-Achieve-Empower

Medications Policy	To ensure all staff are aware of what to do in certain medical emergencies				
SEN Handbook	To enable all staff to understand the role of the SEN department. To provide advice to staff regarding differentiation To outlined all policies and protocols including how to refer.				
Identification and referral process	To ensure the right pupils are identified at the earliest opportunity				
Other procedures and Protocols	Any other protocols which are in place, for example the use of laptops				
Guidance and Information for Parents	Useful for parents to be provided with a leaflet outlining the role of the SEN department and what to do if they need further help.				
Website information	This will vary from setting to setting, but essentially should provide the philosophy of the SEND department				