

SEND Information Reports

Based on the 2014 SEND Code of Practice, what must be included your SEND Information Report?



Requirement	Tick
SENDCo: Name and contact details of the SENCO (mainstream schools).	
Types of SEND: The kinds of SEND that we provide for?	
Our Approach: How we identify SEN and assessing needs?	
Teaching & Learning: This must include: <ul style="list-style-type: none"> What is our approach to teaching pupils with SEN? How we adapt the curriculum and the environment for pupils with SEND? 	
Reviews: How we assess and review progress of SEND learners, including: <ul style="list-style-type: none"> How parents are involved in reviews. Pupil's progress towards any EHCP outcomes. 	
Parents: How we consult parents of pupils with SEND and involve them in their child's education.	
Pupil Views: For pupils with SEND, how we: <ul style="list-style-type: none"> Consult them about their education. Involve them in planning their education. Involve them in their reviews. Listen to their views. 	
Inclusion outside lessons: How we support pupils to engage in activities with pupils who do not have SEN, for example: <ul style="list-style-type: none"> Breakfast or after school clubs School trips & residential 	
Staff Training & Development: The expertise and training of staff to support SEND.	
Support Services: How do we: <ul style="list-style-type: none"> Involve others to meet pupils' SEND. Involve others to support families. Access and secure specialist expertise. 	
Transition: How we support pupils to move between phases of education (and, from Y9 onwards, to prepare for adulthood).	
Emotional and Social Development: Support for this area of SEND, including pastoral support.	
Bullying: How we prevent bullying.	
Complaints: How we deal with parent complaints about SEND provision.	
Evaluation: How we evaluate the effectiveness of our SEND provision.	

The SEND Code of Practice says that the above must include **arrangements for supporting pupils who are looked after children who have SEND**. In practice, this might be a section of its own (rather than covering LAC in every section).

It must also be written in **language that is accessible** to parents and young people.

What do Ofsted say?

The 2019 Inspection handbook says that, before the inspection the lead inspector will “review and consider information about SEND provision (for example, SEND information report and accessibility plan).”

At the very least, make sure that your SEND information report is compliant with the above list from the SEND Code of Practice and is updated annually.

What do NASEN say?

“Best practice goes beyond basic requirements and ensures documents are as accessible as possible”

Therefore, other things you might include:

- ✓ Access arrangements (e.g. SATs, GCSEs)
- ✓ Has the SENDCo completed the NASENCo award?
- ✓ Glossary of Terms (this may be best to provide as a link to separate document)

Accessibility

Make your document easier to read for people with reading difficulties or visual impairments with these tips:

Tick	Accessibility Tip
	Font Size <ul style="list-style-type: none">• 11 or 12 for body text• 14/16+ for headings and subheadings
	Font type <ul style="list-style-type: none">• No italics or block capitals• Use a sans-serif font (e.g. Arial, Calibri, Century Gothic)
	Line spacing: 1.25 line space is the public sector standard to avoid text being too dense.
	Colour Contrast <ul style="list-style-type: none">• Dark colour on light background, or• Light colour on dark background
	Headings <ul style="list-style-type: none">• Mark headings as headings (e.g. by using the Styles function on MS word)• Use bold for headings to help people navigate between sections
	Jargon: Avoid it. Many parents may not understand it. If you do use it (e.g. Quality First Teaching), make sure that you explain the term in a straightforward way.
	Break up paragraphs: Ten line paragraphs put people off and key information might be skipped. Could this be made into 2/3 paragraphs, or a bullet point list?
	Density: Leave space between paragraphs or sections.
	Alt Text: This helps screen readers to know what pictures are communicating. See here: http://9000lives.org/inclusive-leadership-accessibility-send/
	Use portrait: Increasingly, parents read your information on mobile devices (phones / tablets) rather than a PC. On mobiles, portrait is easier to read than landscape layout.

For extra detail about accessible documents visit 9000lives.org/inclusive-leadership-accessibility-send/