

# SENCO Year Planner

Academic Year:



Autumn Term	Date	Spring Term	Date	Summer Term	Date
Hold Multi-agency planning meeting and identify strategic and pupil priorities. Set dates for external agency visits.		Hold Multi-agency planning meeting and identify strategic and pupil priorities. Set dates for external agency visits.		Hold Multi-agency planning meeting and identify strategic and pupil priorities. Set dates for external agency visits.	
Liaise with LA/external agencies annual reviews of EHC Plans. Update and submit any funding documents to LA e.g.CRISP		Liaise with LA/external agencies annual reviews of EHC Plans. Update and submit any funding documents to LA e.g.CRISP		Liaise with LA/external agencies annual reviews of EHC Plans. Update and submit any funding documents to LA e.g.CRISP	
Collaborate with external agencies, LA, parents, Health, Social Care to initiate any Education Health Care Requests.		Collaborate with external agencies, LA, parents, Health, Social Care to initiate any Education Health Care Requests.		Collaborate with external agencies, LA, parents, Health, Social Care to initiate any Education Health Care Requests.	
Consider own professional development, including local and LA Senco networks		Consider own professional development, including local and LA Senco networks		Consider own professional development, including local and LA Senco networks	
Identify pupils new to school for whom there are concerns. Ensure staff are aware and set up pupil induction.		Identify pupils new to school for whom there are concerns. Ensure staff are aware and set up pupil induction.		Identify pupils new to school for whom there are concerns. Ensure staff are aware and set up pupil induction.	
Identify pupils potentially requiring access arrangements and organise relevant assessment.		Identify pupils potentially requiring access arrangements and organise relevant assessment.		Support key staff to implement correct access arrangements and provide additional resources needed.	
Support to colleagues by e.g. additional assessment of children, advice on strategies, team-teaching, support with planning, whole school INSET to develop knowledge/skills.		Support to colleagues by e.g. additional assessment of children, advice on strategies, team-teaching, support with planning, whole school INSET to develop knowledge/skills.		Support to colleagues by e.g. additional assessment of children, advice on strategies, team-teaching, support with planning, whole school INSET to develop knowledge/skills	
Monitor SEND provision throughout school.		Monitor SEND provision throughout school.		Monitor SEND provision throughout school.	
Develop Provision Map based on identification of vulnerable pupils, audit of need and progress made in collaboration with teaching/support staff.		Update Provision Map based on identification of vulnerable pupils, audit of need and progress made in collaboration with teaching/support staff.		Review Provision Map to evaluate value for money of provision and impact on pupil outcomes.	
Identify training needs of staff (TA, Teachers) Set dates for TA support / training meetings. Arrange CPD programme for the year for staff (e.g., Graduated Approach, AET training, medical training, SLCN, dyslexia)		Ongoing TA meetings to provide support and guidance. Induction for any members of staff joined mid-year		Discuss TA deployment for the coming year with SLT. Ensure deployment is matched to the needs of pupils / vulnerable year groups where possible.	
Review previous targets / Set new Performance Management targets with TA's.		Meet with TAs to discuss progress of pupils they work with. Observe interventions and provide feedback.		Review progress against Performance Management targets with TA's.	
Update pupil census – record pupils receiving SEN support, Statutory Provision.		Update pupil census – record pupils receiving SEN support, Statutory Provision.		Update pupil census – record pupils receiving SEN support, Statutory Provision	
Track progress / attainment of pupils in receipt of SEN support /EHCP Attend pupil progress meetings and identify next steps through graduated approach.		Track progress / attainment of pupils in receipt of SEN support /EHCP Attend pupil progress meetings and identify next steps through graduated approach.		Track progress / attainment of pupils in receipt of SEN support /EHCP Attend pupil progress meetings and identify next steps through graduated approach.	
Compare summer validated data outcomes with national and local figures to identify areas of weakness and use this to inform SEND action plan.		Discuss purchase of traded outside agency support for the coming financial year with HT		Analyse pupil outcomes at end of the year and submit report to governing body outlining SEN needs, provision made and impact on outcomes.	
Review and set new short term targets/outcomes for pupils. Invite parents to review meetings. Draw up Pupil Profiles for children receiving SEN Support.		Review and set new short term targets/outcomes for pupils. Invite parents to review meetings. Draw up Pupil Profiles for children receiving SEN Support.		Review and set new short term targets/outcomes for pupils. Invite parents to review meetings. Draw up Pupil Profiles for children receiving SEN Support.	
Meet with Y6 parents of pupils receiving SEN Support to offer further advice/support for secondary applications		Hold transition Annual Reviews of EHCPs for Nursery and Yr5 children. Support parents in organising visits to appropriate primary /secondary school provision.		Set up transition support for SEN pupils coming in September – additional visits, picture books, summer school. Invite previous setting to transition review meeting to plan support	
Organise careers advice / careers plan for Yr 11 pupils. Hold transition Yr11 Annual Reviews of EHCPs. Support parents with post 16 choices and submission of preferences to LA.		Check content of SEN Information Report and update if needed. Review SEN policy and present to governors to be ratified.		Attend transition meetings with pupils moving to next setting. Support pupils / parents with visits to new setting. Ensure transfer of records	
Develop SEN action plan for forthcoming year inc. budget implications (eg. resources, CPD, purchase of additional support to school).		Identify actions from school Accessibility Plan / Standards for Inclusion. Update plan with ongoing review comments.		Ensure that SEN Information Report available on school website is reviewed. Meet with pupils/parents to review and adapt SEN Information Report using PC approach	
Meet with SEN Governor to discuss strategic plans for SEN over year.		Meet with SEN Governor to discuss pupil progress, vulnerable groups, whole school overview of provision.		Meet with SEN Governor to discuss pupil progress, vulnerable groups, whole school overview of provision.	

Notes: