# SEND Review Process

## 2 weeks before

### SCHOOL A – SELF EVALUATION – 0.5 DAYS

School A to decide who will be involved in the pre-review alongside the SENCo - Headteacher, SEND Governor, SLT

School A to work through the SEND Review Guide self-evaluation grids, making initial notes regarding strengths and areas for development for each of the 8 review areas.

School A to identify key SEND documentation that you would like to share with their peer reviewer (School B) for example: provision map, assessment data, example IEP / Support Plan.

School A to anonymise data and send to School B with the completed self-evaluation grids

## 1 week before

### SCHOOL B – PRE-REVIEW PREP – 0.25 DAYS

School B read through the documentation provided

## Review

### SCHOOL A – SEND REVIEW – 0.5 DAYS FOR BOTH SENCOS

School A and School B SENCOs meet to complete the review (visit to school or virtual).

Discuss each section of the review

Reviewer asks questions to support the evaluation of SEND Process'

School B Reviewer to type up notes on the System Led SEND Review Record during the meeting. Information may be copied over from the self-evaluation grid as appropriate

Discuss and agree three 'Areas of Strength' and three 'Agreed Next Steps'

## 1 week after

### SCHOOL B – POST-REVIEW PAPERWORK – 0.25 DAYS FOR SCHOOL B

School B to check and finalise the information on the System Led SEND Review Record and email it to School A.

Any necessary amendments or additions are made

School A to formulate an Action Plan based on the "Agreed Next Steps" linking this in to the whole school development plan