

# Countywide SENCO Forum- 3<sup>rd</sup> and 4<sup>th</sup> July 2024

Siobhan Price- Assistant Director, School Inclusion (KCC)

Ruth Gately- SEND Specialist Adviser (The Education People)

Samantha Avison-Williams- SEND Quality Assurance and Practice  
Development Officer (KCC)

Sharon McLaughlin- SEND Engagement, Operations and Assurance  
Manager (KCC)

Stella Parkinson- Paediatric Occupational Therapist (NHS)- Primary  
Session Only

Rory Abbott- Project Lead (The Education People)

# Housekeeping

- Rory Abbott- Project Lead
  - Please change your name via the Participant tab so that we can see who is present;
  - You will be muted but if you have questions then please type them in the chat box using full sentences. If we can answer your question during the session we will but if not we will take a note of your question and send out a response in the Q+A document post-session;
  - If there are any issues with your session within the main body of the presentation or within a breakout room, then please close the session and click on the link to start again. One of us will let you back in and get you connected back up to your session;
  - If you registered for the session using CPD Online then you should have a copy of these slides, the agenda and any other materials you need for these sessions. If you cannot see the slides that we are sharing then please refer to those instead. If you haven't received the pre-session materials then please email [rory.abbott@theeducationpeople.org](mailto:rory.abbott@theeducationpeople.org) so the issue can be investigated.

# Agenda

Item	Topic	Lead/Time
1	Welcome/Housekeeping (Rory Abbott- Project Lead, TEP) Breakout room opportunities (Ruth Gately – Specialist Lead Adviser SEND, TEP)	5 mins
2	Celebrating the Family Roadshow and the plan moving forward. (Sharon McLaughlin- SEND Engagement, Operations and Assurance Manager, KCC)	5 mins
3	2024/25 the SEND journey this year. (Siobhan Price- Assistant Director, School Inclusion, KCC)	15 mins
4	Phased Transfer 2024/25 (Siobhan Price- Assistant Director, School Inclusion, KCC)	10 mins
5	SEN Information Report – presentation (10 mins) with breakout room (10 mins) discussions Inclusion Champions	20 mins
6	Appendix 1: Supporting parents and carers: presentation (10 mins) and breakout room discussions (10 mins) (Sam Avison-Williams- SEND quality Assurance and Practice Development Officer)	20 mins
7	Stella Parkinson (Ped OT) – Handwriting study feedback (PRIMARY SESSIONS ONLY)	5 mins
8	Countywide SENCO Conference update and training opportunities 2024/25 - Conclusion and Evaluation (Ruth Gately- Specialist SEND Lead Adviser TEP)	5 mins

# Update: The Balanced System<sup>®</sup> for Speech, Language and Communication

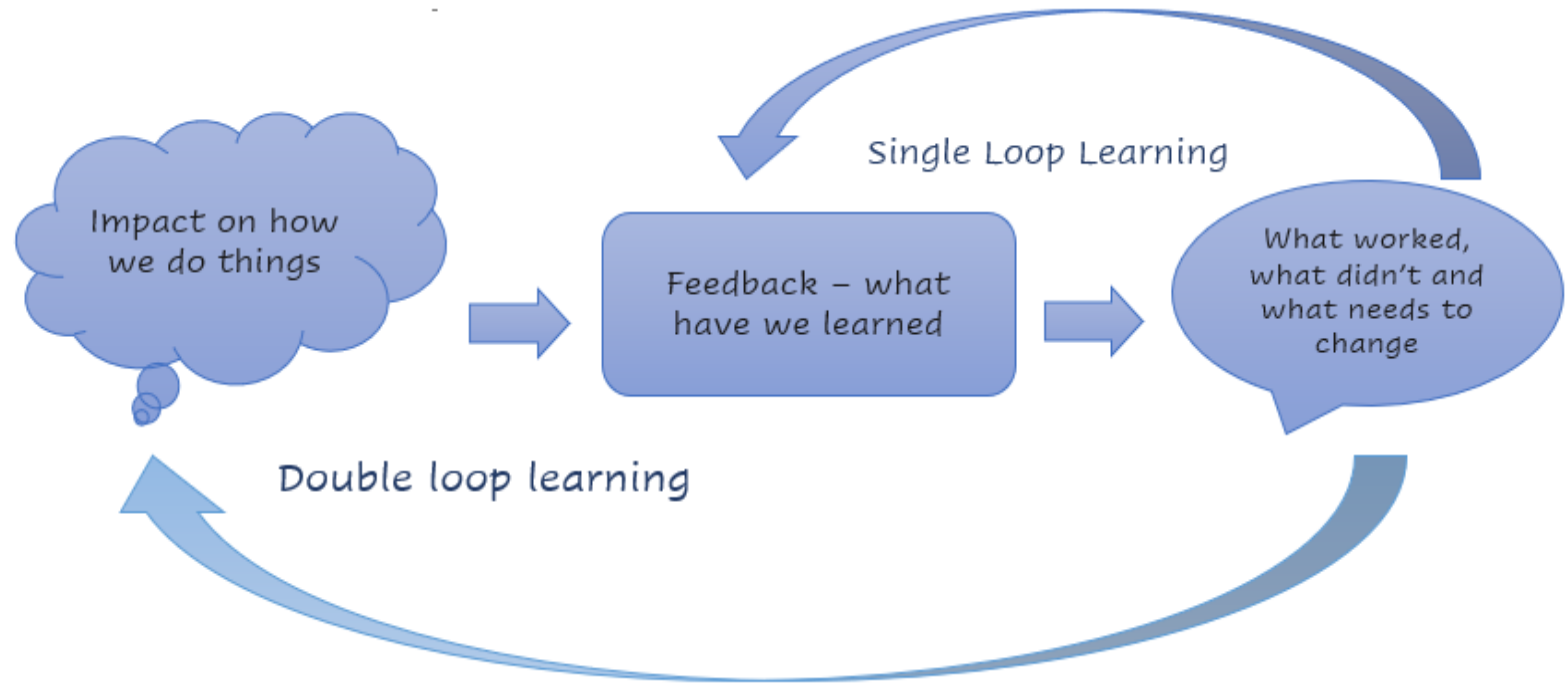


Kelsi page, which explains what the Balanced System<sup>®</sup> means for you as a school, has been updated: [The Balanced System<sup>®</sup> in Kent for SLCN - KELSI](#)

Kent Community Health (KCHFT) move to link therapist model of service delivery in September and will be contacting your school to let you know who your link therapist will be. You will work with your link therapist to plan how SLCN is met in your school (*KCHFT cover Dartford, Gravesham, Sevenoaks, Tonbridge & Malling, Tunbridge Wells, Maidstone, Canterbury, Thanet*)

If you missed the Balanced System<sup>®</sup> tools demo sessions – email [slcn@kent.gov.uk](mailto:slcn@kent.gov.uk) for a link to a recorded version. This will help you to be ready for your first meeting with your link therapist.

# Celebrating the SEND Information Advice and Guidance Roadshow. Feedback, analysis, learning and the next steps



Sharon McLaughlin- SEND Engagement, Operations and Assurance Manager, KCC





# SEND Information Advice and Guidance Roadshow to date



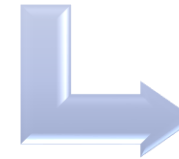
5  
Roadshows

- Over 200 families
- Over 50 presentations
- 69 pieces of feedback (35% return rate)



Learning

- Liked in person information
- Felt better informed
- Shorter presentations
- More time to talk to others
- Better promotion through schools



Change

- Roadshows built into SEND Divisional Plan
- Format adjusted to prioritise marketplace

*Layout and presentations was both 5 stars*

# SEND Information Advice and Guidance Roadshow



## Stage 1

- Plan remainder of SEND IAG Roadshows
- Scope what future SEND IAG events led by Districts and supported by SEND might look like

## Stage 2

- Plan support for SEND IAG within the Hubs
- Offer training on the SEND Information Hub for all 12 Family Hubs District Managers

## Stage 3

- Build links and networks between the Family Hubs and the SEND Enquiry / Information hubs teams
- Support complex SEND District Conversations

Initial meeting for new Family Hub Managers  
03.06.24

Participation Workshops with the Family Hubs

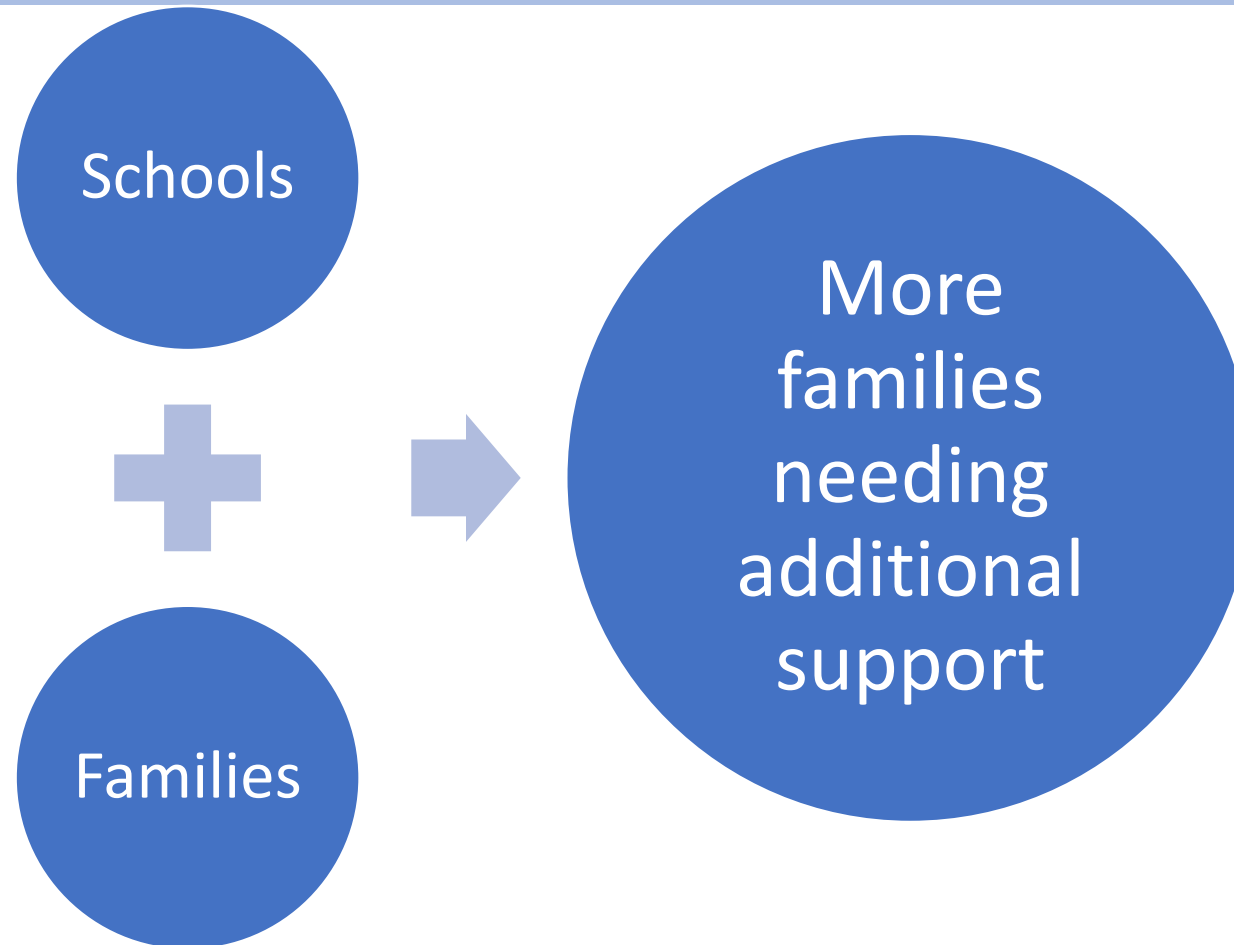
SEND IAG Partnership Meetings membership updated  
Links with the SEND Enquiries Hub in place

Bespoke IAG sessions at Family Hub

Continued input at LCPGs

Digital Roadshows development

# SEND Information Advice and Guidance Roadshow Continuous improvement





# SEN Inclusion in Schools

Countywide SENCO Forum  
3<sup>rd</sup> and 4<sup>th</sup> July 2024  
Siobhán Price

# The year so far! Highlights

- Sept – recruitment of Inclusion Champions
- Oct – Prep for Localities consultation 12 District meetings
- Nov – Launch of Localities consultation. Published Transition Plans for each district. Have you looked at yours? District Placement meetings.
- Dec – District Placement meetings. Review of panels and decision making processes. Start of Options Development for Special School review
- Jan – Family Engagement Activity. Localities Consultation closed
- Feb – draft report for Localities Consultation. Recommendations for the Special School Review
- March – School visits. Thank you
- April – DfE and post inspection monitoring visit. Still waiting for outcome. School workshops re options for STLS.
- May – cabinet paper. Three strands of improvement. Localities model for mainstream. SRP expansion for secondary. Special School Consultation
- June – **Area workshops – Continuum of Need and Provision. Thank you.**
- July – Prep for 2024/2025

# Prep for 2024/2025

- Further recruitment of Inclusion Champions.
- Publication of FIRST DRAFT of Continuum of Need and Provision
- Publication of SEN Information Report
- Publication of Inclusion Directory – pre cursor to District Provision Plans
- SEMH Guidance (link to directory)
- Publication of timetable of activity to prepare the system for Localities working.
- Include; how the clusters will work, cluster leads, operational detail, KIT meetings every half term.
- Funding workshops in July and Autumn
- Business as usual re HNF

## Area Workshops

1.Thank you for the enormous response to the Area Workshops – 415 attendees

2.Plan in place to engage with schools who did not attend.

3.Continuum of Need and Provision will be the basis going forward for all of our work and it will need further refinement as we go through the next academic year.

Area	School Type	Attended
North	Primary	45
	Secondary	11
	Special	2 (Rowhill School, Milestone Academy)
East	Primary	52
	Secondary	13
	Special	4 (Foreland Fields, Laleham Gap, St Anthony's, Stone Bay)
	PRU	1 (Enterprise Learning Alliance)
South	Primary	39
	Secondary	11
	Special	2 (Elms , Goldwyn)
West	Primary	59
	Secondary	18
	Special	5 (Broomhill Bank, Five Acre Wood, Grange Park, Nexus, Oakley)
	PRU	2 (Two Bridges, Maidstone & Malling Alternative Provision)
TOTALS	Primary	195
	Secondary	53
	PRU	3
	Special	13

**Phase Transfer 2025**

**SEN Data Coordination Team  
Fair Access**

# SEN Data Coordination Team

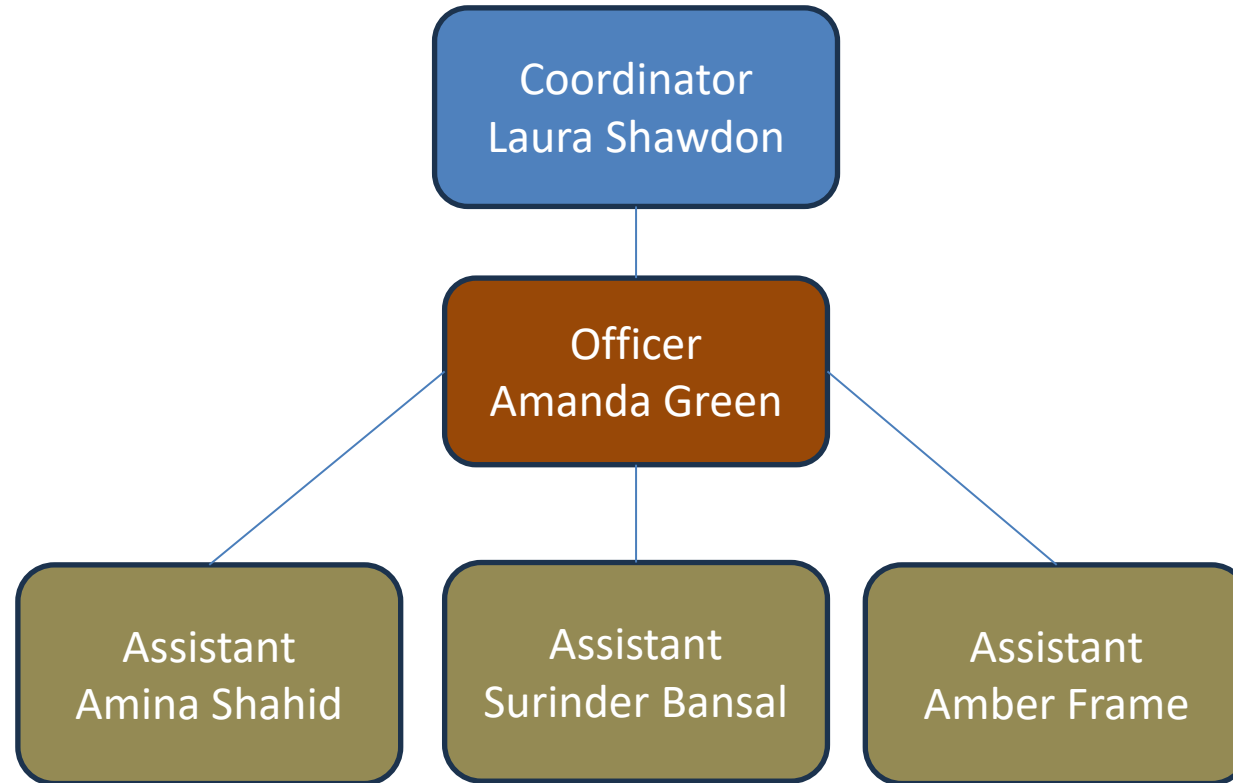
KCC Senior Managers have approved a new permanent team to supplement the existing SEN structure to deliver the data side of Phase Transfer and associated processes.

This team will focus on the digital parts of Phase Transfer including the application process for parents, Sharepoint contact with schools and parents and work with local teams on reports and outcomes.

Many of the processes started in PT2024 will be carried over but we also have some changes we want to make now we have a designated resource in place.



## SEN Data Coordination Team



## Fair Access – Coordinated Admissions

Scheme  
Coordination  
Systems Team

Secondary  
Admissions

Primary  
Admissions

SEN Data  
Coordination

SEN Data Coordination Team will be working with the following entry points  
Year R – Year 3 (Junior) – Year 7 – Post 16 (Year 12)

The email address for the team is...

[SenDataCoordination@kent.gov.uk](mailto:SenDataCoordination@kent.gov.uk)

Old email address [senphasetransfer@kent.gov.uk](mailto:senphasetransfer@kent.gov.uk) is to be deleted soon.

# Application Window

YrR – Yr3 – Yr7

**Monday 10<sup>th</sup> June  
to  
Friday 13<sup>th</sup> Sept**

Post 16

**Wednesday 17<sup>th</sup> July  
to  
Friday 11<sup>th</sup> Oct**

Parent/Guardians have been sent an email containing...

- Pupil ID number - they need to type this into their application
- Link to MS Form Application
- Nearest Transport School (this does not apply to Post 16)
- Further information on the process

## Application will ask parents for...

### Child Details

**Pupil ID (found in email to parent)**

**D.O.B**

**Forename**

**Surname**

**Current School**

### Parent/Guardian Details

**Forename**

**Surname**

**Title**

**Phone Number**

**Email Address**

The form will then ask for the Parental Preference

This can be picked from a dropdown list or free typed if the school does not appear in the list

Any new EHCP finalised up until 27<sup>th</sup> Sept would also be included in PT

## During the process

We will send chaser emails to parents throughout the process who have not applied.

We will receive updates from other SEN Teams who are dealing with new EHCP children, families who have moved in, families moving out.

We will double check email addresses with current school where possible and Area Team's.

We will email schools near deadline to check everyone has applied and ask them for help with any stragglers.

Any preferences for a Grammar where the child is assessed as "H" we will write to the parent and ask if they wish to express a different preference after the results day.



# Consultations To Schools

YrR – Yr3 – Yr7

**Mon 30<sup>th</sup> Sept  
until  
Fri 1<sup>st</sup> Nov**

Post 16

**Fri 18<sup>th</sup> Oct  
until  
Fri 20<sup>th</sup> Dec**

Schools and Providers will be sent a Sharepoint link that will include all the names of the children we need you to respond to.

Schools can respond using the MS Form link we send you.

SEN Data Coordination Team will assist SEN Area Teams chasing up any unanswered consultations.

# Phase Transfer Reviews

## Important Note:

Phase Transfer Reviews are different from Annual Reviews – 9.179 CoP *“An EHC plan **must** be reviewed and amended in sufficient time prior to a child or young person moving between key phases of education, to allow planning for, and where necessary, commissioning of support and provision at the new institution.”*

- Meetings must be planned in diary to ensure all paperwork is received by KCC in sufficient time to complete the amendment notice\*
- Year 9 meeting **must** include Preparation for Adulthood
- Schools must return paperwork within 2 weeks of meeting
- Good practice to include all age/all “through schools”, since parents might want a change of school, and this gives them a right of appeal.

## **SEN Make Amendments**

- Phase Transfer Reviews differ from the usual Annual Reviews in that WE will be amending all EHC plans to reflect the phase change and the upcoming change of placement.
- Amendments will be completed during July/August using tracked changes on the current “live” EHC plan
- Amendment Notices to be issued to families on an agreed date

## Consultations

- SEN will consult with parents preferred school, along with schools KCC deem as appropriate (LA view)
- Parent only has one preference since we expect to be able to name that school unless there is evidence not to (i.e. suitability/efficient use of resources).
- Consultations will be sent to schools via SharePoint
- Where a special school has been identified as parental preference, or where KCC identify as appropriate, cases will be discussed at the Specialist Headteacher Meetings which will be taking place beginning of November.
- We will need to share the dates of the meetings with Assessment and Placement Team

## **SEN to Issue Final**

- The statutory deadline for issuing final EHC plan for those pupils who are pre to school, infant to junior (if they are attending an Infant School) and primary to secondary is 15 February 2025; for those who are transferring from Years 11 to 12, this is 31 March 2025
- Final EHCP will be issued to parent, primary school and school from September 2025 via SharePoint
- Parents/YP have the right of appeal to SEND Tribunal

## Panel Meetings

### **November 2024**

- Week commencing **18 November 2024** SRP Panel meetings will be held. Papers will be sent to schools, via SharePoint 10 days prior.
- Week commencing **25 November 2024** District Special School meetings will be held. Papers will be sent to schools, via SharePoint 10 days prior.

### **December 2024**

- Week commencing **2 December 2024** District Mainstream Headteacher meetings will be held. The purpose of this meeting is to discuss those pupils where the LA agree mainstream and the mainstream school have declined. Papers will be sent to schools, via SharePoint 10 days prior.



# SEND Information Report

A countywide template



# Why do we need a standardised template?

- Consistent presentation of information so that parents are able to compare provision at different schools to see which may be able to meet their child's needs the best.
- Ensure that all schools are giving parents all of the information that they need.
- Ensure that all schools are giving parents this information in a way that is accessible to them.



# Who was it developed by?

- Initially a group from the Inclusion Champions created the first template. The group consisted of SENCOs, Deputy Heads and Headteachers.
- This was then shown to the wider group of Inclusion Champions and the SENCOs in their schools to gather wider feedback.
- Finally, it was shown to a focus group of parents for their feedback.

# When should we start using it?

If you've not already written yours for this year, then you can start using the new template straight away.

The expectation is for all schools to be using the new template and have it linked on their website by September 2025.

Please give us feedback [HERE](#) if you find problems with it. There will be a period of making final tweaks over the next year as we all trial it.

# Sneak peak

## Kent SEND Information Report

### Special Educational Needs and Disabilities (SEND) Information Report

[Insert school name]

Delete and  
replace with  
school logo

Inclusion Team

**SEND Governor:**

XXXXXX

**Inclusion Lead/SENCO:**

XXXXXX

**Contact No.** XXXXXXXXXXXXX

**Inclusion Team:**

XXXXXXXXXX

[email@school.sch.uk](mailto:email@school.sch.uk)

Approved by:	[Name]	Date:	[Date]
Last reviewed on:	[Date]		
Next review due by:	[Date – note: this document should be updated annually and as soon as possible when any of the information in it changes]		

# Questions for breakout rooms

1. What are your initial thoughts and feelings about this county wide template?
2. How do you think it could be used to support parents in understanding your offer?
3. Can you see any problems with it and what might the solutions be to these?



# SEND Quality Assurance & Practice Development:

## Appendix 1: Children & Young People's Voices

Samantha Avison-Williams on behalf of Jenna Hilden  
SEND Quality Assurance &  
Practice Development Officers

With special thanks to:  
Teresa Dowling (KCC Inclusion Advisor),  
Whitfield Aspen School  
& East Peckham Primary School



# Overview:

- What do we know about the current Appendix 1 template?
- Revised Appendix 1 Templates
- Breakout Rooms
- Next Steps

# Appendix 1 & Section A:

The information provided by children, young people & families via the current Appendix 1 document forms the basis of Section A.

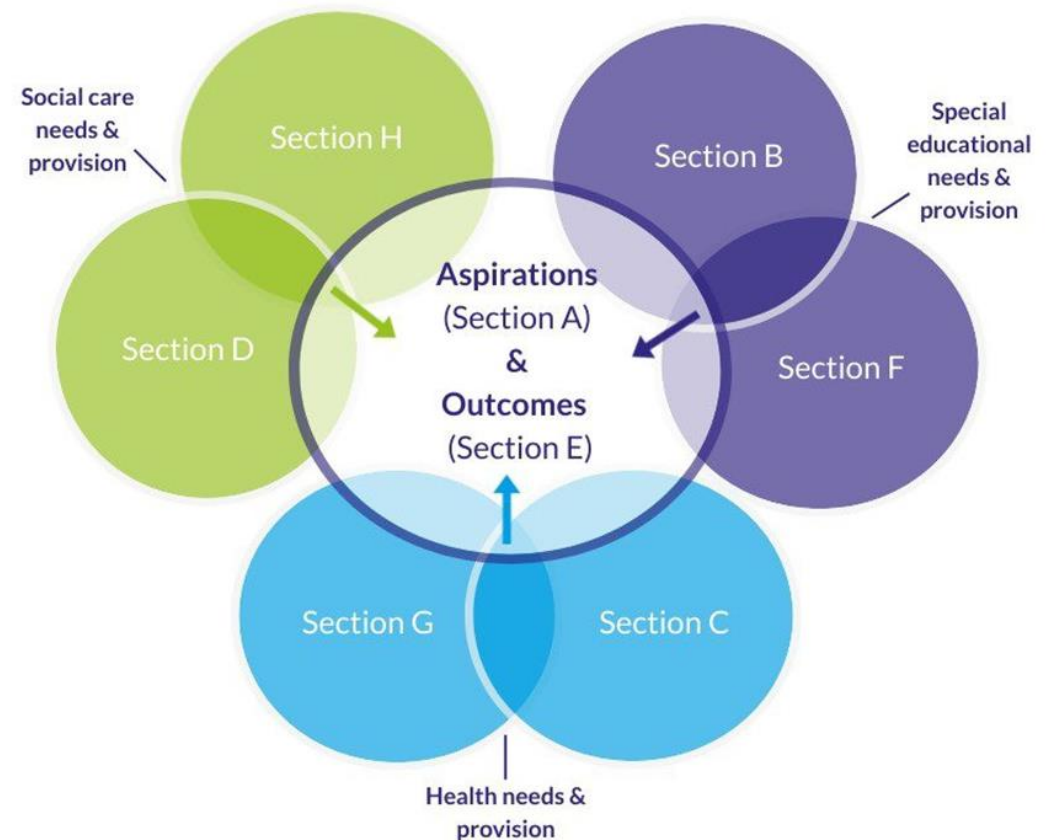
Established link between a 'Good' quality Section A & a 'Good' quality EHC Plan. (Golden Thread)

## **Invision Audit Findings: Section A**

- (Feb 24) 71.4% graded Good
- (March 24) 76.5% graded Good

With your support, things are improving.

However, further improvement is required .



# What do we know about the current Appendix 1 template?



- The child or young person's voice is not always captured – when it is, it is not always captured well
- The current format doesn't easily capture a child or young person's lived experience
- Feedback has shown that the form is not always accessible to children, young people & their families
- The current format isn't effective when used as part of the Annual Review process
- Kent Practice Framework: children & young people need to be heard & listened to

# Revised Appendix 1:

**Aim:** To develop a more inclusive form which:

- promotes engagement & participation
- generates a wider, more holistic view of a child or young person
- captures a child or young person's lived experience



**Proposal includes:**



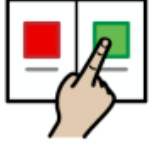


- Revised child/young person form(s) (1a) , revised parent/& carer form (1b), accompanying guidance
- 3 versions of child/young person form (severe/complex needs; EYFS & Primary Settings with visuals; Secondary & FE without visuals\*)
- Proposed forms have been developed in collaboration with Education colleagues
- Forms currently being trialled in terms of compatibility with a range of software/operating systems

# Proposed Forms:

**My Support**

Adults can help me, by giving me:

					
thinking time <input type="checkbox"/>	a visual timetable <input type="checkbox"/>	ear defenders <input type="checkbox"/>	fiddle toys <input type="checkbox"/>	motivators <input type="checkbox"/>	movement breaks <input type="checkbox"/>
					
a buddy, or mentor <input type="checkbox"/>	Social Stories <input type="checkbox"/>	choices <input type="checkbox"/>	a safe space <input type="checkbox"/>	small steps to success ('chunked' tasks) <input type="checkbox"/>	

Widgit Symbols © Widgit Software 2002-2024 [www.widgit.com](http://www.widgit.com)



# Breakout Room Discussion Questions:



- 1) What do you think works well with the proposed forms?
- 2) How would you improve the proposed forms further?

# Next Steps...



On the evaluation form you will find the breakout room discussion questions.

Please do take the time to record your ideas & thoughts.

Progress update to follow at next SENCo Forum.



# An action research project about how to improve the support by primary school teachers of children who are delayed in their readiness to write

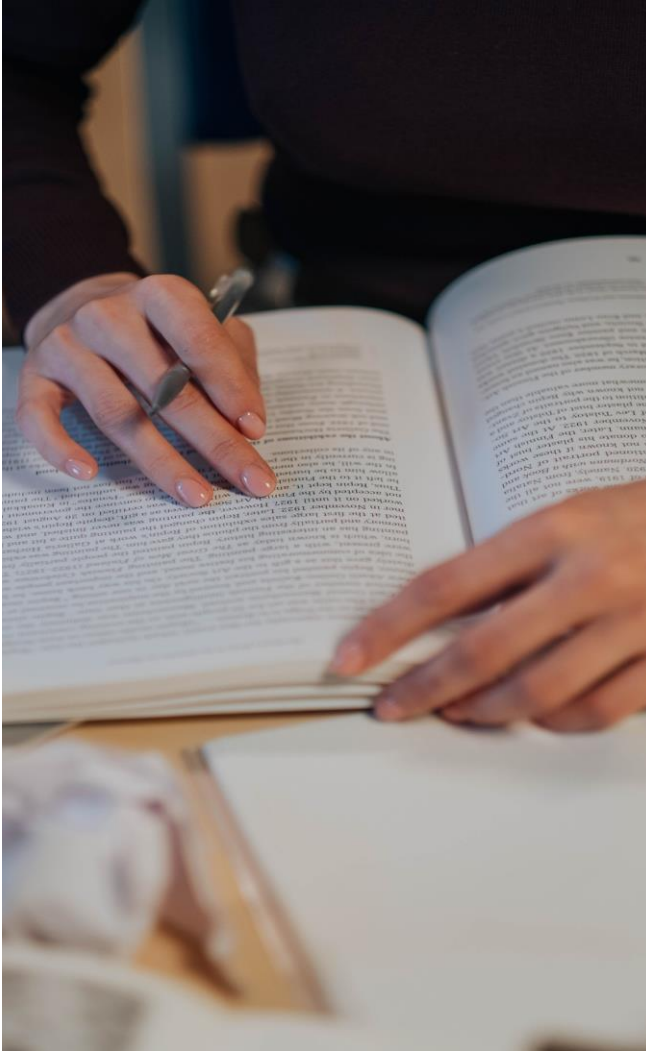
**Stella Parkinson**

Clinical academic

Children's occupational therapist



# Background and rationale

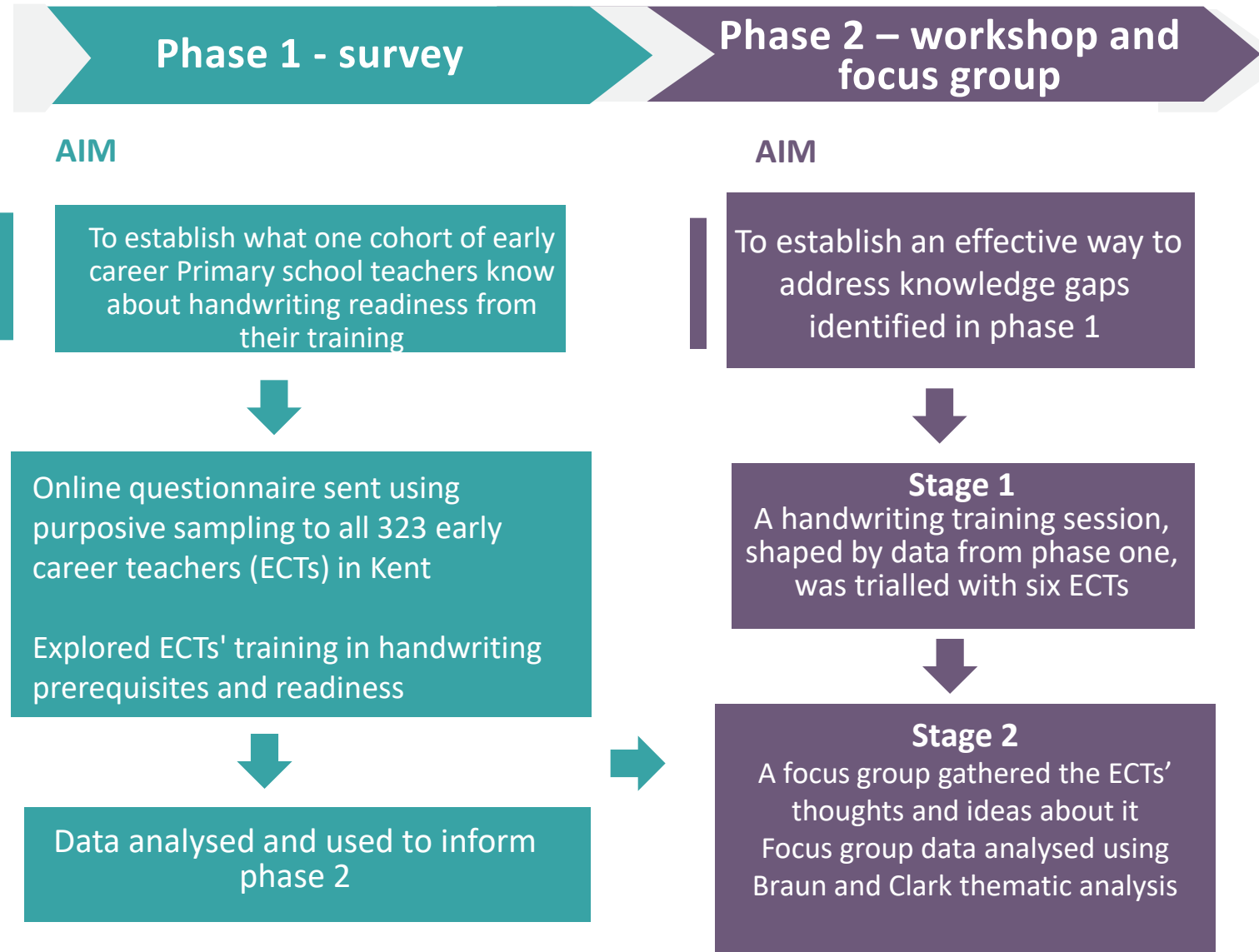


- Handwriting difficulties are estimated to affect 10%-30% of children
- Link between handwriting proficiency and reading ability, spelling ability, and working memory
- Most children start working on letter formation before they are ready in the UK
- Children's mental wellbeing and academic performance negatively affected by handwriting difficulties
- Studies (US) have highlighted gaps in teachers' knowledge of handwriting readiness from their training

# Research aims and methods

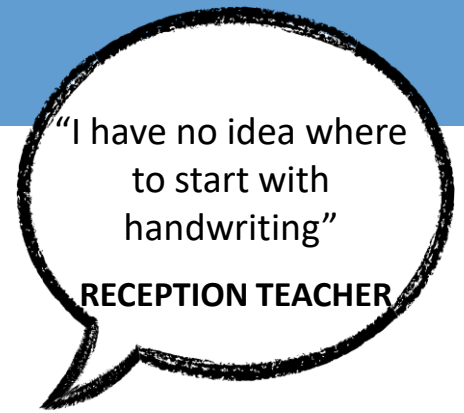
## Aim:

To examine whether teachers in the UK are given instruction in handwriting readiness when they undergo teacher training and establish how best to support them if they are not








# Results – phase one

- 124 responses received (38% response rate)
- 82% reported **no training in handwriting development**
- 88% reported **no training on handwriting prerequisites**
- **90% were not taught how to identify children with handwriting difficulties**
- 49% report feeling **not confident** with handwriting and handwriting difficulties



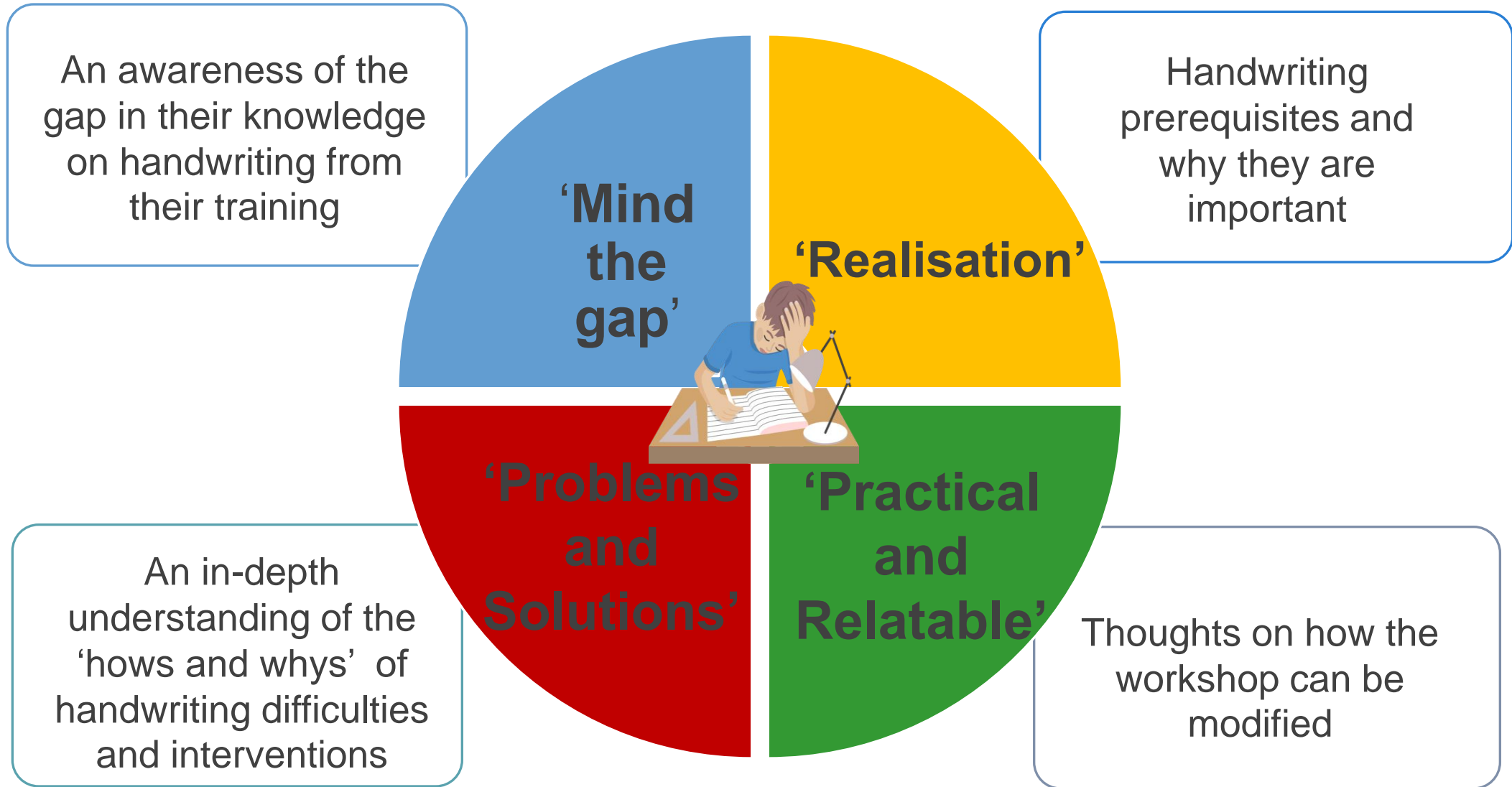
**OVERALL, HOW CONFIDENT DO YOU FEEL WITH HANDWRITING AND HANDWRITING DIFFICULTIES FROM YOUR TRAINING?**

	EXTREMELY CONFIDENT	4
	SOMEWHAT CONFIDENT	20
	NEUTRAL	39
	SOMEWHAT NOT CONFIDENT	44
	EXTREMELY NOT CONFIDENT	17

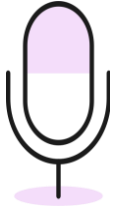




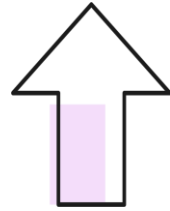
# Results – phase two



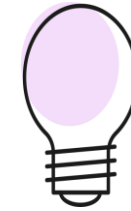
# Analysis and Conclusion



Primary school teachers in the UK do not get sufficient training on handwriting readiness



This means children do not always get the right support



An OT workshop can help bridge this knowledge gap

**A larger study planned to:**

**Refine and manualise the workshop:** using the TIDieR template

**Develop a screening tool** for teachers to identify source of handwriting difficulties and select appropriate intervention

**Measure the impact in the classroom:** next study will look to test feasibility and impact of workshop

**Thank you!**

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# **Stella Parkinson**

**Clinical academic  
Paediatric Occupational Therapist  
stellaparkinson@nhs.net**



# SEND Training Offer and CPD Opportunities 2024/25

Ruth Gately- Specialist SEND Lead Adviser (The Education People)

# Training Offer 2024/25- The Next Iteration of MCS Training

- Training has focussed on the MCS, what they are and how they are designed to support mainstream schools to support children and young people with SEND.
- The past two years TEP has delivered MCS Training to:
  - 1354 School staff
  - 651 Governors
  - 110 Families
- Training in 2024/25 will be taking the next natural step in providing schools with examples and ideas of how the MCS can support High Quality Teaching, inclusion by design

# Training Offer 2024/25

Audience	Actual Title	Date/Time	Facilitator	Link to Register
Primary Teachers/TAs/LSAs	Creating an inclusive PRIMARY classroom: The power of the Mainstream Core Standards to support high quality teaching	24th October 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org">Creating an Inclusive Primary Classroom (theeducationpeople.org)</a>
		16th January 2025- 16:00-18:00		<a href="https://www.theeducationpeople.org">Creating an Inclusive Primary Classroom (theeducationpeople.org)</a>
Secondary Teachers/TAs/LSAs	Creating an inclusive SECONDARY classroom: The power of the Mainstream Core Standards to support high quality teaching	23rd October 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org/training-and-events/creating-an-inclusive-secondary-classroom-231024/">https://www.theeducationpeople.org/training-and-events/creating-an-inclusive-secondary-classroom-231024/</a>
		15th January 2025- 16:00-18:00		<a href="https://www.theeducationpeople.org">Creating an Inclusive Secondary Classroom (theeducationpeople.org)</a>
Primary Pastoral Staff	Creating an inclusive PRIMARY environment: Supporting pupils' social and emotional wellbeing using the Mainstream Core Standards	14th November 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org">Creating an Inclusive Environment (Primary) (theeducationpeople.org)</a>
Secondary Pastoral Staff	Creating an inclusive SECONDARY environment: Supporting pupils' social and emotional wellbeing using the Mainstream Core Standards	13th November 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org">Creating an Inclusive Environment (Secondary) (theeducationpeople.org)</a>
Primary School Leaders	Creating an inclusive PRIMARY school: Leading a whole school approach to embed the Mainstream Core Standards	21st November 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org">Creating an Inclusive School for Primary School Leaders (theeducationpeople.org)</a>
		6th February 2025- 16:00-18:00		<a href="https://www.theeducationpeople.org">Creating an Inclusive School for Primary School Leaders (theeducationpeople.org)</a>
Secondary School Leaders	Creating an inclusive SECONDARY school: Leading a whole school approach to embed the Mainstream Core Standards	20th November 2024- 16:00-18:00	Ruth Gately	<a href="https://www.theeducationpeople.org">Creating an Inclusive School for Secondary School Leaders (theeducationpeople.org)</a>
		5th February 2025- 16:00-18:00		<a href="https://www.theeducationpeople.org">Creating an Inclusive School for Secondary School Leaders (theeducationpeople.org)</a>

# Training Offer 2024/25- Governor Training

Course Title	Date	Facilitator	How to register
Every Governor is a Governor of SEND	10th December 2024- 18:00-20:00	Ruth Gately	To register, Governors need to log onto GovernorHub. These sessions are free so if your school does not subscribe to GoevrnorHub then please register for the training by emailing <a href="mailto:governorservicestraining@theeducationpeople.org">governorservicestraining@theeducationpeople.org</a>
	12th March 2024- 18:00-20:00		
How to monitor a school with an SRP: Support for governors	1st October 2024- 18:00-20:00	Ruth Gately	To register, Governors need to log onto GovernorHub
Supporting Inclusion: Advice for SEND Governors	9th October 2024- 18:00-20:00	Ruth Gately	To register, Governors need to log onto GovernorHub

# Kent SENCO Conference 2024- Celebrating Inclusion

## Kent SENCO Conference 2024- Celebrating Inclusion in Mainstream Settings

- Free to SENCOs from mainstream primary and secondary schools based within Kent.
- Due to popularity, only one delegate per school can register.
- Spaces are limited so register soon [Kent SENCO Conference 2024 \(theeducationpeople.org\)](https://theeducationpeople.org)
- Keynote presentation from Daniel Sobel, author of 'The Inclusive Classroom'
- Marketplace, workshops and further line up to be announced soon.
- KCC employees, Health employees and STLS, information will be circulated as to how you will be able to attend so please don't register.

# Session Feedback and Evaluation

Please take the time to complete the evaluation- the link is below

<https://forms.office.com/e/fQK4R1rRTL>

The link for the evaluation will be posted in the chat by either Rory Abbott or Ruth Gately. Please click on it now or scan the QR Code and give us your feedback.



**Thank You for listening and  
taking part**

**If you have any questions then please email  
[rory.abbott@theeducationpeople.org](mailto:rory.abbott@theeducationpeople.org) with the  
subject title of Countywide SENCO Forum  
Query**