

SEN and Disability code of practice: 0-25 years 2015

Schools MUST checklist

Equalities Act 2010	
	✓
Schools must have regard to the need to eliminate discrimination, promote equality of opportunity and foster good relations between disabled and non-disabled children and young people when carrying out their functions.	
Schools must publish information to demonstrate their compliance with this general duty and must prepare and publish objectives to achieve the core aims of the general duty. Objectives must be specific and measurable.	
The information must also include information about the arrangements for the admission of disabled pupils, the steps taken to prevent disabled pupils from being treated less favourably than other pupils, the facilities provided to assist access for disabled pupils and the schools' accessibility plans.	

Supporting children with medical needs	
The school's governing body must ensure that arrangements are in place in schools to support pupils at school with medical conditions	

Supporting Children Looked After	
<p>All schools and academies and free schools must appoint a Designated Teacher for looked after children.</p> <p>Where a looked after child is being assessed for SEN it is vital to take account of information set out in the Care Plan. SEN professionals must work closely with other relevant professionals involved in the child's life as a consequence of his/her being looked after. These include the social worker, Designated Doctor or Nurse, Independent Reviewing Officer (IRO), VSH and Designated Teacher in school.</p>	

SEN information	
All schools must publish details of what SEN provision is available through the SEN information report	
Schools must inform parents and young people if SEN provision is made for them.	

The Local Offer

Schools **must** publish detailed information about their arrangements for identifying, assessing and making provision for pupils with **SEN**. The school-specific information should relate to the schools' arrangements for providing a graduated response to children's **SEN**.

Other school musts:

Tick

Schools **must** use their best endeavours to make sure that a child with **SEN** gets the support they need – this means doing everything they can to meet children and young people's **SEN**

Schools **must** ensure that children and young people with **SEN** engage in the activities of the school alongside pupils who do not have **SEN**

Schools **must** designate a teacher to be responsible for co-ordinating **SEN** provision – the **SEN** co-ordinator, or **SENCO**. (This does not apply to 16 to 19 academies.)

Schools **must** inform parents when they are making special educational provision for a child

Schools **must** co-operate with the local authority in the **EHC** plan review process and, as part of the review, the local authority can require schools to convene and hold annual review meetings on its behalf.

Governing bodies **must** ensure that there is a qualified teacher designated as **SENCO** for the school. The **SENCO** **must** be a qualified teacher working at the school. A newly appointed **SENCO** **must** be a qualified teacher and, where they have not previously been the **SENCO** at that or any other relevant school for a total period of more than twelve months, they **must** achieve a National Award in Special Educational Needs Co-ordination within three years of appointment.

Schools **must** ensure that, subject to certain conditions, pupils with **SEN** engage in the activities of the nursery or school together with those who do not have **SEN**, and are encouraged to participate fully in the life of the nursery or school and in any wider community activity.

The School Admissions Code of Practice requires children and young people with **SEN** to be treated fairly. Admissions authorities:

- **must** consider applications from parents of children who have **SEN** but do not have an **EHC** plan on the basis of the school's published admissions criteria as part of normal admissions procedures
- must not** refuse to admit a child who has **SEN** but does not have an **EHC** plan because they do not feel able to cater for those needs
- **must not** refuse to admit a child on the grounds that they do not have an **EHC** plan