

School Documents and Information

Every school will have a website where you can find information about the school and useful documents and policies. There are certain policies schools must publish according to the SEND Code of Practice, other documents they are advised to publish as good practice.

If you can't find a document, policy, or the information that you need on the school website you can request this information from the school. You can do this verbally or by emailing the school with your request.

Key Documents

Special educational needs (SEN) information report

Schools must publish a report on their policy for pupils or students with SEN and how they put the policy into effect. They should update this information annually, or as soon as possible if there are changes during the year. Often the school will publish an SEN Report, which will summarise their legal obligations, and a SEN Policy which will outline the support they offer.

The report or policy must including:

- ✓ the arrangements for the admission of pupils with SEND
- ✓ the steps taken to prevent pupils with SEND from being treated less favourably than other pupils
- ✓ the facilities provided to help pupils with SEND to access the school
- ✓ the adjustments made to ensure pupils with SEND can participate in the school's curriculum

It is useful to read this policy to ensure that the school are following the policy and if there are things that may be available that haven't been discussed with you.

Complaints policy

Schools must publish information on how parents can complain to the school and how these complaints will be handled.

If you have concerns about the school policies or practices, this policy will help you ensure that your complaint is dealt with correctly.

Ofsted reports

Schools should either publish a copy of your school or college's most recent Ofsted report or publish a link to the webpage where users can find your school's or college's most recent Ofsted report.

Behaviour policy

Schools should publish details of the school's behaviour policy, including its anti-bullying strategy.

It is useful to read this policy to ensure that the school are following the policy.

Other information

Contact details

Along with the name and contact details of the school the website should include the:

- ✓ name of the member of staff who deals with queries from parents and other members of the public
- ✓ name of the headteacher or principal
- ✓ details of how to contact the governing body
- ✓ name and contact details of the special educational needs co-ordinator (SENCO)

If the school is an academy or free school they should publish details about the academy's trust.

Admission arrangements

Academy trusts must publish the admissions arrangements for their schools on their website and keep them there for the whole the school year in which these arrangements apply.