

APPENDIX 1

Action Plan: Moving to Mainstream

No	Recommendation	Responsible Officer	Community Services Management Response	Update 30 April 2004
	Building capacity for inclusion.			
5	Councils should ensure that schools' physical environments are adapted to meet the needs of pupils with SEN, and that essential adaptations are made before pupils are admitted. NPDO to be considered.	Head of Planning & Performance/ Disability Access Co-ordinator	As above. The early identification of children with physical disabilities by educational psychologists allows information on needs to be built into plans for adaptation and refurbishment.	The specific requirements of pupils with SEN in mainstream schools are currently being dealt with as part of the NPDO consultation. Will be completed by June 2005.
6	Councils should ensure that senior managers in schools have sufficient time for leading and managing provision for pupils with SEN.	Head of Secondary Education and Pupil Support	The National Agreement provides for planning and preparation time beyond the amount of time allocated to class teaching. Specialist staff is involved in supporting planning.	Completed - the management time provided has proven adequate.
7	Councils should keep under review the demands on each school and ensure that it has the capacity to function effectively without excessive demands on the head teacher and other members of staff	Head of Secondary Education and Pupil Support/ Quality Improvement Officer in SEN.	The need for support staff is reviewed annually on the basis of an audit of need. Staffing is supplemented as necessary to meet needs effectively.	The annual audit for Session 2004/5 is being carried out. It will be completed by June 2004.
	Quality & Attainment.			
9	Councils and schools should ensure that they have rigorous approaches to monitoring and evaluating the quality of inclusive provision for pupils with SEN.	Head of Secondary Education and Pupil Support	The Individual Education Plans for children with SEN are reviewed annually. This involves staff from education and other relevant agencies as well as parents. For pupils in special schools, the appropriateness of transfer to mainstream is explicitly considered at reviews.	All Records of Needs and Individual Education Plans will have had annual reviews completed by the end of May 2004.