

SEND IA Surgery - Terms of Reference – November 2024

Rationale	<ul style="list-style-type: none"> To offer SENCOs (and other school staff supporting SEND) a weekly space for discussion with two SEND Inclusion Advisors (SEND IAs) working in the East area. This may include discussions about individual pupils, or whole-school provision. To provide a more effective and efficient alternative to long meetings or emails, increasing our efficiency, and capacity, to support schools. To provide an opportunity for SENCOs to discuss any immediate issues with SEND IAs. To support schools, following a Decline to Assess decision. To assist schools in addressing parental concerns regarding provision. To provide weekly communication from the SEND IA team to schools, including updates and reminders about the Local Offer and upcoming events. 									
Who?	<ul style="list-style-type: none"> The SEND Surgeries in the East will involve school staff and two of the three SEND IAs for the area. The SEND IAs will rotate, weekly. Schools can attend any of the sessions; they do not need to attend the surgery during which their Link SEND IA is present. Other schools will not attend the slots allocated to your school. The surgeries are designed to support SENCOs, Inclusion Managers, Assistant SENCOs, SRP Lead Teachers and, in some cases, classroom teachers. Head Teachers often choose to attend as well. <p>Contact details for the Link SEND IAS are:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Thanet SEN IA</td> <td style="width: 33%;">Gina Turner</td> <td style="width: 33%;">gina.turner@kent.gov.uk</td> </tr> <tr> <td>Swale SEN IA</td> <td>Melanie Wenban</td> <td>melanie.wenban@kent.gov.uk</td> </tr> <tr> <td>Canterbury SEN IA</td> <td>Teresa Dowling</td> <td>teresa.dowling@kent.gov.uk</td> </tr> </table>	Thanet SEN IA	Gina Turner	gina.turner@kent.gov.uk	Swale SEN IA	Melanie Wenban	melanie.wenban@kent.gov.uk	Canterbury SEN IA	Teresa Dowling	teresa.dowling@kent.gov.uk
Thanet SEN IA	Gina Turner	gina.turner@kent.gov.uk								
Swale SEN IA	Melanie Wenban	melanie.wenban@kent.gov.uk								
Canterbury SEN IA	Teresa Dowling	teresa.dowling@kent.gov.uk								
What?	<ul style="list-style-type: none"> Schools can discuss individual children (we suggest no more than two children per surgery, due to time constraints). Schools may also wish to discuss whole-school SEN. Examples from last term included: <ul style="list-style-type: none"> Transition guidance HNF (High Needs Funding) support New SENCO support Annual Review guidance Provision planning support (individual or cohort) ADPR (Assess, Plan, Do, Review) cycle Assessment tools Managing provision around SEMH (Social, Emotional, and Mental Health) needs Advice and guidance on appropriate documentation (Risk Assessments, Behaviour Support Plans, Reintegration Timetables, etc.) Guidance on casual in-year admissions for pupils, moving from abroad, with SEN Guidance on the SEN Register and identification of need Signposting to support within the Local Offer 									
When?	<ul style="list-style-type: none"> SEND Surgeries will be held weekly, with the days rotated to accommodate the varied work patterns of school staff. Each school is allocated a 30-minute slot. If schools need to discuss several children, or have multiple, whole-school discussion points, it is recommended that they book more than one surgery. <p><u>SEND IA Surgery Dates:</u></p>									

	<p>Term 1</p> <ul style="list-style-type: none"> • Thursday, 26th September • Tuesday, 1st October • Monday, 7th October • Wednesday, 16th October • Friday, 25th October • Week beginning 28th October - Break for half term <p>Term 2</p> <ul style="list-style-type: none"> • Thursday, 7th November • Monday, 11th November • Wednesday, 20th November • Tuesday, 26th November • Friday, 6th December • Thursday, 12th December • Friday, 20th December
Where?	<ul style="list-style-type: none"> • SEND Surgeries will take place online, via Microsoft Teams
How?	<ul style="list-style-type: none"> • Schools can book a slot by replying to the weekly email, sent by their Link SEND IA.

Please note, this is not a forum for the SEND IA team to provide updates on assessment, placement, or casework; nor is it a forum for SENCOs to provide updates to the SEND IA team. Should you require these services, please use the usual channels or contact the relevant officer.

SEND Information Hub	https://www.kent.gov.uk/education-and-children/special-educational-needs/contact-our-special-educational-needs-and-disabled-team 03000 41 99 94 sendadmingeneral@kent.gov.uk	
EHC Assessment and Placement Team	County-wide Team <i>Decides whether children should be assessed and issued with EHC Plans. This service focuses on the first 20 weeks.</i>	sendassessmentteam@kent.gov.uk
EHC Casework Team	Area-based Teams oversee and monitor active EHCPs. <i>Each team processes Annual Reviews and Change of Placement requests.</i> <i>They also lead Phase Transfer for children with existing EHCPs.</i>	sendadmin-annualreviews@kent.gov.uk
Post-16 Team	County-wide Team <i>Takes over from EHC Casework Team in Year 10, and processes Annual Reviews and post-16 transfers.</i>	sendpost16@kent.gov.uk
Kent SEND Tribunal Team	The Tribunal Team <i>Works with the Assessment Team and EHC Casework Team on live appeals.</i>	kentsendtribunal@kent.gov.uk
HNF Team	Area-based Team <i>Processes and monitors HNF applications.</i>	maria.white@kent.gov.uk
Kent PRU and Attendance Service (KPAS)	https://www.kelsi.org.uk/pru-inclusion-and-attendance-service-pias	

