

Special Educational Needs and/or Disability Co-ordinator (SENDCO)

The Special Educational Needs and/or Disability Co-ordinator (SENDCO) has a responsibility in schools and early education settings for the operation of the SEN policy and co-ordination of provision for children with learning difficulties. In conjunction with the Headteacher at the school, as well as the governing body, the SENDCO seeks to develop effective ways of overcoming barriers to learning and sustaining effective teaching to meet pupils' needs.

The SENDCO must be a qualified teacher working at the school. A newly appointed SENDCO must be a qualified teacher and, where they have not previously been a SENDCO at that or any other relevant school for a total period of more than 12 months, they must achieve a National Award in Special Educational Needs Co-ordination within three years of appointment.

» Key responsibilities of the SENDCO may include:

- Overseeing the day-to-day operation of the school's SEN policy
- Co-ordinating provision for children with SEN
- Liaising with the relevant Designated Teacher where a looked after pupil has SEN
- Advising on a graduated approach to providing SEN support
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Liaising with parents of pupils with SEN
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact with external agencies, especially the local authority and its support services
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- Working with the Headteacher and School Governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.

» Special Educational Provision

The identification of special educational needs can lead to a range of educational provision. Provision for pupils with SEN can be made in a number of ways, depending on the type and extent of the learning difficulties. Special educational provision that is additional to or different from that made for all children.

Schools are expected to make a graduated response to provide for children employing a range of available teaching strategies.

Within schools special educational provision can be made at SEN Support level or with a current Statement of Educational Need (transferring to an EHC Plan) or with an Education, Health and Care Plan.

Action taken to meet learning difficulties can mean that a child's needs can be met and resolved. In some cases a continuing lack of progress may require additional help and therefore additional action to be taken. SEN support is not necessarily a step on the way to a Statutory Assessment. Neither is it a hurdle which needs to be crossed before obtaining an Educational, Health and Care Plan.

Special Educational Provision should be made to match the nature of a child's Learning Difficulty. In order to ensure that the most appropriate provision is made for a child, it is essential that there is regular recording of a child's education needs, action taken and outcomes.

The earlier the identification and assessment of Learning Difficulties take place, the earlier provision can be provided. This maybe in the form of Early Support or an Education, Health and Care Plan.

» Contact us

You can contact the Children's Hub by letter, telephone or email. If English is not your first language, we can provide a translation service.

» Our opening times

We open at 8:30am every weekday. We close at 5:00pm Monday to Thursday. On Fridays we close at 4:30pm.



Telephone: 01429 284284



Textphone: 60006 (start your text with HBC)



Email: childrenshub@hartlepool.gcsx.gov.uk



Post: Children's and Joint Commissioning Services
Hartlepool Borough Council
Civic Centre
Victoria Road
Hartlepool
TS24 8AY

» About this factsheet

This factsheet explains about the role of a Special Educational Needs and/or Disability Co-ordinator (SENDCO). We wrote this factsheet in August 2015 and we updated it in January 2018. We will check that it is up to date in January 2020.



You can download all of our factsheets and booklets from our website
www.hartlepool.gov.uk/childrensfactsheets