

<p>PRIORITY: To secure at least an 80% success rate in personal learning plan SMART targets. The success of the plan will be evidenced by the creation, review and evaluation of all targets set in personal learning plans for all children on the SEN code of practice.</p> <p>To ensure that 100% of staff are familiar with the existing and updated SEN policy and procedures that are in place at Holy Family. The success of this aspect of the action plan will be evidenced by a pre and post action plan staff SEN audit.</p>	<p>BASELINE: Following the transition to the new personal learning plan framework in 2024-25 we would like to refine the accuracy of SMART targets being set.</p> <p>Due to a significant change in staffing, it is essential that Holy Family SEN policies and procedures are reviewed, communicated and embedded among all staff.</p> <p>It is important that we continue to adapt and improve our SEN policies and provision mapping to move in line with the SEN reform agenda so that our pupils have the right support from the right people at the right time in the right place.</p>
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TARGET/S (Aspects to be addressed)	SUCCESS CRITERIA (How we will know we've succeeded)	TASKS (Action to be taken)	TIMESCALE (When/how long will it take?)	STAFF INVOLVEMENT	RESOURCES
<p>1. To ensure all staff are updated on the Holy Family SEN Policy and procedures.</p>	<p>All staff will attend INSET training and will be upskilled in regard to the SEN policy and procedures in place within Holy Family.</p>	<p>SENCo and cluster group review expectations set out within the current legislation and will adapt and update the policy accordingly.</p> <p>To communicate and disseminate the SEN policy and provision mapping to all staff.</p>	<p>December 2025</p>	<p>SEN Cluster Group SLT All school staff</p>	<p>SEN Legislation and Guidance. Holy Family SEN Policy Time</p>
<p>2. SENCo to disseminate PLP and provision mapping training to staff through INSET sessions.</p>	<p>SENCo will complete EA training on PLPs and provision mapping and disseminate information to all staff.</p>	<p>SENCo will complete any associated PLP training and disseminate information to staff.</p>	<p>May 2026</p>	<p>All staff</p>	

<p>3. To embed the new process of all staff devising, implementing and monitoring two effective phases of PLPs this academic year.</p>	<p>To ensure all staff are familiar with the elements of the PLP process and are confident in creating, implementing and evaluating PLPs.</p>	<p>SENCo to devise an SEN baseline audit on PLPs and provision mapping. Staff to complete pre audit in September 2025 and post audit in May 2026. SENCo to analyse the audit data and plan future INSET and training to address the gaps.</p>	<p>Pre audit September 2025 Post audit May 2026</p>	<p>All staff All staff</p>	<p>Pre/Post Audit (devised by the SENCo)</p>
<p>4. To review all PLP targets to ensure that they are SMART before approval.</p>	<p>To ensure that all staff are aware of and have created SMART targets.</p>	<p>To ensure that the child's primary need is addressed in the SMART targets. SENCo to lead staff training on the creation, implementation and evaluation of PLPs. SENCo to monitor and give individual teacher feedback on each individual PLP.</p>	<p>October 2025 and February 2026</p>	<p>All staff</p>	<p>INSET Time</p>
<p>5. SENCo will upskill all staff so that they utilise our SEN provision mapping as a support mechanism.</p>	<p>All staff will be competent in utilising our SEN provision mapping as a support strategy. SEN provision mapping document will be updated annually and disseminated to staff.</p>	<p>SENCo to lead staff training/INSET. Provision mapping document will be updated and disseminated to staff.</p>	<p>December 2025</p>	<p>All Staff</p>	<p>HF provision mapping update template INSET Time</p>
<p>6. To secure one hour SEN surgery per week to support staff.</p>	<p>SENCo will operate a SEN surgery one hour per week.</p>	<p>SENCo to be available during school time/SEN Surgery to upskill and support staff. SENCo to timetable one hour per week for an SEN surgery.</p>	<p>Ongoing</p>	<p>All staff</p>	<p>Time</p>

<p>7. To refine our SENCA monitoring system which identifies progress made towards achieving the targets set out within the individual PLPs so that strategies are specific to achieving targets.</p> <p>8. To create a SEN pupil voice feedback group.</p>	<p>Each SENCA will complete a weekly monitoring proforma identifying provision mapping strategies used to achieve PLP targets.</p> <p>SEN pupils will have an opportunity to communicate termly to the SLT areas for school improvement.</p>	<p>Teachers to populate the targets on the monitoring proforma at the beginning of each PLP phase. SENCA to complete the monitoring proforma weekly. SENCo/VP to monitor these proformas termly.</p> <p>An SEN feedback group will be created. The SENCo/cluster group/principal will meet with feedback group termly.</p>	<p>Ongoing</p> <p>October2025 March 2026</p> <p>Termly</p>	<p>All staff</p> <p>SENCAs</p> <p>SENCo/cluster group/principal</p>	<p>SENCA monitoring proforma</p> <p>SENCA monitoring folder</p> <p>Time</p> <p>Feedback group</p>
<p>MONITORING STRATEGIES (Who will lead/What form will it take?)</p>		<p>EVALUATION (How well did we do? - process/outcome)</p>			
<p>Teacher and SENCo will monitor PLP targets in a midterm review.</p> <p>SENCo will monitor PLP outcomes termly.</p> <p>SENCo will provide specific PLP improvement feedback to each teacher during each PLP phase.</p> <p>SENCo will carry out an analysis on the pre and post audit.</p> <p>SENCo will monitor the SENCA monitoring proformas.</p>		<p>SENCo will provide half termly feedback to the SLT and the staff on progress towards the priority.</p> <p>SENCo will provide Governor feedback on progress each term.</p> <p>A summative evaluation will be delivered to staff, parents and the Board of Governors.</p> <p>End of year evaluation report by SENCo to be submitted to staff/SLT and Board of Governors.</p>			