East Sussex Quality Mark for Inclusion

Information and Guidance

East Sussex County Council

EAST SUSSEX QUALITY MARK FOR INCLUSION

Introduction

The East Sussex Quality Mark for Inclusion

Consideration for a set of core standards of inclusive practice in East Sussex schools was a recommendation from the year-long review of **High Needs Funding for pupils with special educational needs and disabilities (SEND) 2018**:

5.1.3 *'Adhere to inclusion thresholds through application of a core standards quality assurance framework.'*

Practice expected for **The East Sussex Quality Mark for Inclusion** will aid educational settings to identify areas for development feeding directly into school improvement, and areas of potential excellence.

The East Sussex Quality Mark for Inclusion is predominantly for children with SEND, however this documentation refers to other vulnerable groups who require early intervention to ensure they do not develop an SEN.

Structure and approach

The approach to enable the implementation of the **East Quality Mark for Inclusion** has resulted in two companion documents:

1. The **East Sussex Quality Mark for Inclusion** consists of a set of expected criteria arranged under each of 6 overarching headings that all our East Sussex schools will demonstrate as part of their inclusive practice.

2. The **East Sussex Guidance for Developing Inclusive Practice** expands on the essential criteria and is a companion document to be navigated by schools for their own further self-evaluation of practice. This document also contains **exemplar evidence** for schools own reference and for schools to add to.

This Information and Guidance document is supplementary and can support process in school.

Timeline for the East Sussex Quality Mark for Inclusion

ISEND Inclusion Conference November 2017
Feedback gathered from 120 schools on initial documentation and process, context and approach of the Quality Mark.

January – May 2018
Stakeholders working group reviews progress and development of the document.

June 2018
All schools receive a letter, including sticker 'logo', from Stuart Gallimore informing them that all East Sussex schools have been award the **East Sussex Quality Mark for Inclusion.**

September 2018
All schools receive an electronic 'logo' to use for the **East Sussex Quality Mark for Inclusion.**

October 2018
*Draft hard copies of the **East Sussex Quality Mark for Inclusion** to be shared with SENCos and headteachers / senior leaders at a series of workshops in October.
Schools will take draft hard copies away and have time to become familiar with the content.

All schools will be provided with final electronic word copies of the documents.

Draft because the documents are not yet live and schools will **not be asked to submit any word document either in hard copy or via email with attachment. Amendments may still be required to the draft document before the live version is available.*

November 2018
East Sussex Quality Mark for Inclusion will go live (electronically available) with schools able to complete the desk top essential criteria analysis online.

18th March 2019
Once schools have completed the online desk top criteria analysis they will be asked to submit their response to an ISEND inbox. The completed documentation will also be sent to the schools own preferred inbox. The deadline for submission will be 18th March 2019.

18th March 2019-July 2019
The process described below outlines how the LA will work with schools once they have submitted their **East Sussex Quality Mark for Inclusion** desk top analysis.

Process

Halfway through the school year (Mid-March 2019) the LA will undertake a health check of all schools in relation to expected standard threshold for inclusion. A number of random QA visits to schools will also take place. If, as a result of the health check and /or visit, any school requires support to retain the **East Sussex Quality Mark for Inclusion** this will be offered.

Indicators of potential inclusion concerns:

- High exclusion rates for SEN and/or vulnerable groups.
- Poor attendance rates for SEN and/or vulnerable groups.
- Concerns around progress and/or attainment data for SEN and/or vulnerable groups.
- High referrals to Teaching and Learning provision.
- High referrals to the Flexible Learning Provision and College Central.
- Parental complaints to the Local Authority and/or Ofsted around inclusion and/or communication.
- Concerns around engagement with the EHCP consultation process.
- Statements in an Ofsted inspection that highlight inclusion concerns.
- Concerns around engagement with the processes for Early Years children with SEN starting reception.
- Concerns around engagement with ISEND services when there is a clear need.
- High number of requests for EHCP needs assessments that do not go through to issue.
- Concerns shared by services (e.g. CITES, health) about provision in school.

This is a starting point for a conversation, not a judgement.

Excellence in inclusive practice recognised

Schools wishing to demonstrate excellent practice in one or more areas of inclusion, as set out in the **East Sussex Quality Mark for Inclusion,** are invited to contact the LA and a visit will be made to quality assure the school's evidence of work and impact in this area.

Where excellent practice is agreed with the school and LA then the LA will consider application for resource to develop this area of expertise, becoming an excellence hub.

Preparation to complete the Essential Criteria desk top analysis

- Preparation will be essential in advance of online completion.
- Completion online can be undertaken in up to four separate submissions by mid-March 2019.
- Schools have from October 2018 to become familiar with, and use, a draft hard copy of the Essential Criteria document and final electronic word version of both documents.
- The live web page version will become available in November 2018. Schools will have between November 2018 and 18th March 2019 to prepare for the online submission.
- In order to avoid a huge pile of paperwork /more bureaucracy for the SENCO, and in the spirt of whole school approach, it is suggested that different 'Aspects' can be looked at and completed with Yes or No response, by key members of staff or phase/ department leads or at staff meetings in advance of the live completion.
- As the school works through the **Essential Criteria** they may also want to view the **Guidance for Developing Inclusive Practice** document to undertake further development/action planning or understanding of a particular Aspect of inclusive practice.
- The **Guidance for Developing Inclusive Practice** contains an **exemplar evidence** list that is not exhaustive but can help schools to reference /identify evidence, and add their own evidence references.
- School can refer to exemplar evidence to qualify their responses.
- Once all preparation is complete with Yes or No responses known in each Aspect, and any comments recorded in word version, then the final online live document can be completed and submitted.
- The completion of the online final version could be all in one go or up to four separate submissions. **The website does not have the facility to save the completed submitted version and it will be up to schools to save their own completed documentation.**
- The word document can hold any 'comments' which can be cut and pasted as the online version is undertaken.
- Schools can reference where evidence may be found. The evidencing referencing process could be very useful for Ofsted and for reporting to SLT/ Governors/parents at times of reporting progress with SEND and SEND action plan.

Guidance for online 'live' version completion

Prior to, and post completion and submission, you can visit the website as often as you wish to view and download any documents or access web links.

The online version does not allow for you to save the live document online and then go back to it. However you do have the option of completing the online evaluation response in sections. For example you could complete 3 AREAS response and then 'submit' and go back to complete the final 3 AREAS at another time and submit this separately.

Schools are advised to complete the online evaluation in no more than 4 sections.

Schools will have to keep copies of their online submissions in one place – they will all be sent to the given school inbox on submission.

- **Heading and introduction -** setting out the premise of East Sussex Quality Mark for Inclusion
- **How to use the East Sussex Quality Mark for Inclusion** –bulleted guidance on best practice completion will be available online. You can view and download this PDF Information and Guidance document.
- **Overarching AREA heading –** with colour blocked.
- **Each ASPECT Essential Criteria will sit under the AREA (colour blocked) –** with Y (yes) or N (no) tick box.
- **Comments box** – if wanting to comment, cut and paste from prepared electronic word document.
- **Click to view** drop down companion document **Guidance for Developing Inclusive Practice** – ***you do not have to complete and submit this document*****,** it is to support schools own self review and development of practice.
- **Guidance for Developing Inclusive Practice** also contains appendix of **exemplar evidence** for each **ASPECT** which might be useful, and can be added to by the school.
- **Links to further online resources** can be found here.

- **<u>A Results (actions)</u> box for each ASPECT can be found towards the end of the online pages.** Where you have ticked **No** this will automatically populate this box under each **ASPECT** heading. Your comments for this **ASPECT** will also be captured here. This in turn can be used for school action planning and further development of practice.

- **<u>Before submission</u>** school can 'select all' of the document and save to into word document if they wish.

- **<u>School details and submit button</u>** you will have to complete this information or it will not submit.

- **Following submission a copy of your online completed document will be sent to an LA inbox and to the school inbox/email address.**