

# SEND and Inclusion Quality Mark Framework (Primary)

Action	Suggested Timescale	Guidance/ Evidence
Primary Consortium decides to apply for IQMA Consortium Lead identified School Leads identified		Invite STS/ EPS to attend Consortium Meeting
<u>Stage 1</u> Schools complete SEND and Inclusion Toolkit in collaboration with external specialists	Term 1	Time should be given to ensure this is completed effectively so that it reflects the views of all stakeholders (e.g. staff, pupils, parents/ carers, Governors, outside agencies)
<u>Stage 2</u> Consortium Lead and school leads meet with STS/ EPS to develop Action Plan (LA time funded 2 hours per consortium)	Term 1	Individual school Toolkits should be shared prior to the meeting. Each school lead should come to the meeting with a clear idea of what needs to be achieved
<u>Stage 3</u> Complete Actions	Terms 1-3	Maximise opportunities for school: school support and joint training. Consortium Lead and School Leads should meet at least termly to review progress. Updated Action Plan to be shared with STS/ EPS link.
<u>Stage 4</u> Visit from STS/ EPS to monitor progress/ provide support (LA time funded 2 hours per consortium)	Term 2	Leads to agree focus for visit (e.g. meeting with Lead group or individual school focus)
<u>Stage 5</u> Schools revisit SEND and Inclusion Toolkit and provide evidence required on IQMA Checklist (attendance, exclusions data, use of reduced timetables, attainment data, school provision map, attainment data, referrals to Panels) in collaboration with external specialists	Term 3	Outcomes evidenced through Inclusion Toolkits, QMA Checklist, pupil attendance data, SEMH assessment data, pupil attainment data, case studies, stakeholder feedback

<u>Stage 6</u> <b>STS/ EPS evaluate evidence and complete evaluation visits as required (LA time funded 6 hours per consortium)</b>	Term 4	
<u>Stage 7</u> <b>Evidence assessed by LA Panel</b>	Term 4	
<u>Stage 8</u> <b>Outcome communicated to Consortium</b>	Term 4	
<u>Stage 9</u> <b>Assistant Director of Education presents award</b>	Term 4	
<u>Stage 10</u> <b>Reaccreditation</b>	To be completed every 3 years	See Stages 5-9

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