**Message sent on behalf of Inclusion Task Force**

Dear Colleagues

We are writing to you regarding the next ‘round’ of moderation based on provision for high needs SEND pupils.  There are a number of documents attached which hopefully, will explain the process and the rationale behind it.

The intention is that the process will be much more consistently and rigorously applied across the city meaning that the data is robust enough for Schools Forum to make a positive decision about delegating the 2017-18 high needs funding based on the returns, rather than outdated Census data.

In order for this to happen and to build on the learning from the first round there are a number of additional ‘checks’, clear guidance and opportunities for feedback. These include:

      The ‘Using the Sheffield Support Grid Guidance’, which wasn’t in place last time

      A ‘Headteacher SEND Declaration’ form to be returned by each school/academy

      A ‘Locality Moderation Feedback’ form to be collated after locality moderation

      A citywide moderation/sampling process carried out by members of the Inclusion Task Force, which is a citywide, cross-locality, cross phase working group.

In addition to the added rigour and consistency of the process, there are 2 other key aims that we hope to achieve in this round of moderation to help us move forward as a city and move on in our locality working. These are the:

      Gathering of data at both a school and locality level with a reflective process built in which we can study to inform future planning and use of resources

      Up-skilling of a key team of ‘lead professionals’ who will start to build up a picture, through the data and moderation exercise, of high quality provision across the city and start to understand what the areas of need are across the city.

We are aware of the short timescale involved in completing the locality moderation exercise, however, in order to get to the Schools Forum decision, the timeline needs to allow the actions to happen in a sequential order. This process should support the termly reviews all children who are recorded at SEN support must have.  In the future, the process should be built into our annual cycle and, hopefully, will become as much of an exercise around looking at each others practice and learning from it, as it is in capturing a snapshot of provision (and in the future hopefully need) for high needs SEND.

We don’t expect that this round will be ‘perfect’ but hope that it will build strongly on the first round and put us all in a strong position of a common language and understanding of SEND provision in each other’s schools and across the city.

A range of documentation to support this process is attached to this email. In addition, early next week all locality SEND leads will receive the SSG moderation grid that will need to be submitted to the LA by 17th January.

Thank you in advance for all your hard work at such a busy time!

Kind regards on behalf of the **Inclusion Task Force\***

Ian Read                                                                   Tim Bowman

(Chair of the Inclusion Task Force)                     (Head of Inclusion)

\* The Inclusion Task Force is a citywide, cross-locality, cross phase working group with Headteacher, SENCo, EP, MAST and LA representation.

Please note if you have any questions or queries regarding the city wide moderation process or any aspect of the attach documentation please don't hesitate to contact your locality SEND Lead Headteacher, Ian Read or Rebecca Mason.