

GUIDANCE NOTES FOR CHRONOLOGY OF ACTION

This should be kept as an ongoing record of all actions taken by school, parents and other professionals related to the child's special educational needs.

School information to be recorded:

- Date of first Individual Education Plan issued at School Action.
- Date of review of Individual Education Plan (outcomes of the review should be recorded on the Individual Education Plan).
- Dates of subsequent Individual Education Plans at School Action and School Action Plus.
- Dates of subsequent reviews.
- Dates of any exclusions.
- Dates of testing undertaken by the school.

Parental information to be recorded:

- Parental contacts, meetings other than Individual Education Plan reviews.
- Significant telephone conversations.

Other agency involvement:

- Dates of medical appointments, including CAMHS.
- Dates of therapy involvement, assessments and programmes.
- Care reviews eg for LAC.
- Dates of requests for involvement of other agencies, LEIS, LPRS, EPS, Social Services, CAMHS, Connexions.
- Dates of requests for involvement of above agencies.

NB It is important to include copies of reports from outside agencies with any request for Statutory Assessment. Please note additional parental permission may be required.

The Chronology of Action with the Individual Education Plans, which include detailed outcomes, should provide:

- An overview of the pupil in the context of the school and what has been tried. This should include a concise outline of the areas of concern.
- The pupil's and parent's response to the Individual Education Plan and the rate of progress.

**CHRONOLOGY OF ACTION, BY THE SCHOOL, TAKEN AT THE STAGES OF
THE CODE OF PRACTICE (SEN)**

NAME OF PUPIL:

DOB:

DATE	ACTION	BY WHOM