

# **GUIDANCE FOR THE COMPLETION OF THE ESAP SUMMARY REPORT OR THE SUMMATIVE EDUCATIONAL ADVICE**

**Set out below is a checklist for consideration by schools and settings when completing their reports:**

## **1. CONTEXT**

Briefly describe the school/setting/organisation and curricular arrangements and how they assist children with special educational needs.

## **2. BACKGROUND**

The following information should be included in this section:

- i) earlier education history: this should include a record of schools previously attended by the pupil and the pupil's attendance records when known.
- ii) background information: this may include family details, environmental factors and medical information.

*Please note that only those factors which relate to the pupil's educational needs require comment and only factual information should be provided about family background if it is considered to be relevant.*

## **3. DESCRIPTION OF THE CHILD'S CURRENT SKILLS AND ATTAINMENTS**

- 1. Physical development - general health, fine and gross motor skills, vision, hearing.
- 2. Approaches and attitudes to learning - self-image, confidence and independence, motivational factors, child's own view of progress.
- 3. Speech and communication skills - articulation skills, fluency of speech, willingness to communicate, vocabulary, comprehension, language structure.
- 4. Educational attainments<sup>1</sup> - literacy and numeracy skills, other curriculum areas.

---

<sup>1</sup>

Please include National Curriculum assessment information, where available and appropriate. Where standardised tests are used, please detail the name of the test and date administered.

5. Cognitive development including reasoning, organisation and problem-solving skills.
6. Social skills and interaction - school, home and elsewhere (state whether observed or reported).
7. Behaviour<sup>2</sup> - classroom behaviour, playground behaviour, outside school (reported or observed).
8. Self-help and independence skills.

#### **4. RELEVANT HOME AND SCHOOL FACTORS**

1. At school - size/age range of class, description of school-based interventions, SEN arrangements from school's own resources, curriculum provision, physical limitation of building, if relevant.
2. At home and in the community - home language, parental views, care situation, home/school liaison arrangements, involvement in clubs, outside activities, etc.
3. Record of attendance.

#### **5. SUMMARY OF SPECIAL EDUCATIONAL NEEDS**

Identify and list all of the child's special educational needs and for each need describe the child's level of functioning, that is, what the child can and cannot do.

1. The child's main areas of strengths.
2. The child's main areas of difficulty.
3. Child's rate of progress - levels of attainment should be stated.

#### **6. AIMS OF PROVISION**

Please suggest main long-term educational and developmental objectives for the child, referring to each need as listed above.

#### **7. EDUCATIONAL FACILITIES AND RESOURCES**

1. What special educational provision has already been made for the child through *Early Education Action* and *Early Education Action Plus* or *School Action* and *School Action Plus*? Describe the progress the child made. (Please append IEPs and a record

---

<sup>2</sup> Please indicate positive aspects of behaviour as well as any aspects of behaviour that interfere with schooling – **NB ESAP Funding only covers the high incidence needs of MLD, SpLD & SLCN.**

of IEP reviews - it is likely that they will provide sufficient information about past and current provision).

2. For each need and objective, please consider what features of provision might meet the special educational needs as identified.

*(You are not being asked to recommend a particular alternative school or type of provision).*

- ? curriculum features - with details of any National Curriculum modifications or disapplication considered necessary and how a broad and balanced curriculum is to be maintained
- ? teaching strategies and approaches
- ? any differentiation of class or curriculum organisation
- ? specific programmes/activities/materials/equipment/staffing
- ? pastoral care arrangements
- ? physical environment
- ? need for staff advice/training/support.

*Please state clearly any features in addition to those normally available in the school or setting that in your opinion are necessary to meet the needs.*

## **8. PUPIL'S VIEWS**

Please record the ascertainable views of the child about their needs and the ways in which they like/would like to be helped. Please describe the way in which the child was consulted and how the views were initially recorded and by whom.

## **9. OTHER INFORMATION**

Please provide any additional relevant evidence or advice.