



SENDCo newsletter



schools.extranet/senco-support

Wednesday 2 September 2026

For the attention of all SENDCos.

All Schools, Academies, Independent Schools, and Colleges

Welcome back!

Welcome back to the new academic year! We hope you had a lovely summer and that the start of the new school year has gone well.

This is the first of our new monthly SENDCo bulletins, which we hope will provide a helpful and regular way of keeping you up to date with key SEND developments, changes to processes, useful information and opportunities across Leicester city.

We know this is an exciting time of change within SEND, and we hope these regular updates will help keep you informed and connected.

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One year reviews

Moving forward, schools will receive a link to a Microsoft Form within our One Year Review email which will be sent when the One Year Review is due.

We ask that schools complete this short form, which should take approximately ten minutes to complete. This will replace the previous One Year Review Form.

What's changed?

- The Microsoft Form replaces the previous One Year Review Form.
- Schools will no longer need to email supporting documentation to us.

- Schools should continue to routinely review and update pupils' SEND Support Plans and timetables in line with their individual needs.
- There is an option within the form for schools to request a visit if they would find this helpful.

We will continue to quality assure the impact of non-statutory Top Up Element 3 Funding, ensuring that funding is making a positive difference and supporting schools effectively. As part of this process, we may contact schools to arrange a visit to discuss the impact of the funding and how it is being used.

Short term (emergency) funding

We have also replaced the previous Short Term (Emergency) Funding Review Form with a Microsoft Form.

The new form should take approximately five minutes to complete.

Once the review has been submitted, your Quality Inclusion Link Teacher will make contact to arrange a visit. This will provide an opportunity to discuss the pupil's current needs, the impact of the funding and any next steps for support.

Physical disabilities and/or complex medical needs team

The SEND Support Service has established a new team to support children and young people (CYP) with physical disabilities (PD) and/or complex medical needs, as well as their families, schools and settings.

To help the team understand the needs of CYP currently attending Leicester schools, we are gathering some initial information.

If you have a CYP in your school with a physical disability and/or complex medical needs, please share:

- Name
- Age
- Primary condition/need, if known

Please send this information to Claire Waterfield, PD-CHN Lead Teacher, at PDCHN@leicester.gov.uk.

Claire will then send you a short survey to help identify what, if any, support is needed within your school.

Your support in helping us identify and reach these CYP is greatly appreciated. This will help us to better understand local need and ensure that the right support is available.

If you have any questions, please do not hesitate to get in touch.

Courses and network meetings – 2026/27

We are pleased to let you know that our course brochure for this academic year will be on its way to you shortly. All of our SEND courses and network meetings can be found on our Booking Live system.

Please remember to check Booking Live regularly, as new courses and events will be added throughout the academic year.

[Booking Live – SEND training and network bookings](#)

Please take a look at the system and use it to book onto:

- SENDCo Networks
- Virtual SENDCo Networks
- Induction for New SENDCos
- SEND courses and training opportunities

EHCP auditor training

If you have not already attended the EHCP auditor training and are interested in becoming an auditor, we are looking for SENDCos to come and join our team of professionals from SES and SENDSS to review the compliancy and quality of EHCPs. We are running two training dates this year:

- Thursday 24 September 2026 3pm – 4.30pm New Parks House
- Thursday 4 March 2027 3pm – 4.30pm New Parks House

Please note that you will only need to attend one of these sessions. Please sign up using the booking live link. If you have any questions about the training, please get in contact with us at QualityInclusion@leicester.gov.uk.

Thank you

Thank you, as always, for your continued work and commitment to supporting children and young people with SEND.

We look forward to sharing further updates with you in next month's bulletin.

Best wishes,

Quality Inclusion Team

SEND Support Service

Social Care and Education

Leicester City Council

Tel 01164544650

www.leicester.gov.uk

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If you have any queries regarding this bulletin please call 0116 454 1120.

Accessing the Schools' Extranet

Username: schooluser

Password: P3gasus! (capital P and include the !)