

Thursday 8 October 2026

For the attention of all SENDCOs.

All Schools, Academies, Independent Schools, and Colleges

» **SEND monthly bulletin – October**

Dear all,

As we move into October, we would like to share some key SEND updates, reminders, and resources to support our collective commitment to inclusive practice.

» **Support for improving parental engagement**

Clare Elliott has joined the Quality Inclusion Team this year as a Parent Engagement Officer. Clare will support parent and carer engagement across schools, family hubs and within the local community

Her role includes helping families understand the graduated approach, access the right support at the right time, and navigate the services, advice and guidance available to them.

If your school is hosting an event for parents and carers, such as a coffee morning or parents' evening, Clare would be delighted to attend. This provides an opportunity to build relationships with families, develop a better understanding of the needs of your school community, and share information, advice and guidance that may be helpful.

If you have an upcoming event that Clare could attend, please get in touch with her via email Clare.Elliott@leicester.gov.uk.

» **Training updates:**

SENDCo networks

Bookings are now open for both this years face to face SENDCo networks and the virtual SENDCo briefings.

Please book via BookingLive - [Free Training & Networks » Leicester City Council - SEND](#)

Are you a new SENDCo, or new to Leicester city?

Our SENDCo Induction Network supports new SENDCos in developing their understanding of SEND systems across Leicester City while providing valuable opportunities to connect and network with colleagues new to the role.

For further information and to book, visit BookingLive [Free Training & Networks » Leicester City Council - SEND](#)

ECT support

We are running several courses this year for early careers teachers. For further information and to book, visit BookingLive [ECT Courses » Leicester City Council - SEND](#)

New DfE SEND and inclusion training for mainstream schools

The Department for Education (DfE) has published a free package of in-house training materials to help mainstream schools develop inclusive teaching practice as part of the national SEND reforms. Each session takes around an hour, is designed to be led by an in-house facilitator, and can be run on its own or combined into a training day. The materials are available at the [DfE's SEND and inclusion training for mainstream schools'](#) page.

Free training for secondary IAP network participants

If your school attends the Secondary IAP Network, a range of free training opportunities are available including offers from both LCI and newly added training from the SEMH team. These sessions are open to all school staff and attendance is not limited to SENDCos. We encourage colleagues across school to take advantage of these valuable professional development opportunities.

Please book via [BookingLive](#).

DfE funded early years SEND CPD is now live!

The courses provide practical knowledge, tools and strategies that educators can apply in everyday practice, helping to build confidence and strengthen support for children with SEND. Providers can access [the training directly](#), without needing to register through their local authority.

Inclusive mainstream strategy guidance

Guidance and example documents are available to support schools in developing their inclusive mainstream strategy. Please follow the link to the [schools' extranet](#) to access these resources.

EHCP annual review updates:

No change annual reviews

A gentle reminder that if there are no significant changes to sections B or F of an EHCP following an annual review that schools can submit a no change plan. We encourage schools to follow this process to reduce workload to support SES to keep to statutory deadlines. If you require further guidance on this, please contact the CYPs SEND Inclusion Officer.

Deadlines for EHCP phase transfer annual reviews

When a child or young person with an Education, Health and Care Plan (EHCP) is moving to a new phase of education, their EHCP must be reviewed and, where necessary, amended to reflect their needs and the provision and placement required for the next stage. A practical guide for schools and colleges to support with phase transfer reviews can be found under the annual review section on the [statutory education, health and care \(EHC\) plans](#) page.

Key statutory deadlines:

Phase transfer	Final EHCP deadline
Early Years → Reception	15 February
Infant → Junior	15 February
Primary → Secondary (Year 6 → Year 7)	15 February
Other phase transfers, excluding post-16	15 February
Year 11 → post-16 education	31 March

Please note that these deadlines refer to the date by which the final amended EHCP must be issued. It is important that the annual review meeting and subsequent information-sharing take place early enough for the Local Authority to complete the amendment process within this timeframe.

📌 Stay up to date with the Local Offer

The Leicester SEND Local Offer is currently being updated to include the latest information, guidance and resources for families, alongside developing information about the proposed SEND reforms.

Over the coming months, new content will be added and we encourage families, schools and professionals to bookmark the SEND Local Offer and visit regularly so you don't miss important updates. We are hosting a series of drop-in sessions for parents and carers to:

- Learn more about the proposed SEND reforms.
- Understand what the changes could mean for children and young people with SEND.
- Share feedback and ask questions.



Find session dates and book your place:

[Leicester SEND Local Offer](#)

📌 Alternative Provision Updates

The [AP Directory](#) has been updated for this term. Please always refer to the online version, as provider information can change regularly.

Please note we have updated the [Short-Term AP Top-Up Funding Request Form](#) and that moving forwards all applications must be made using this format LINK

📌 Key Reminders:

- AP funding criteria expect external AP placements to end within 26 weeks.
- Schools should continue to submit review paperwork at 13 and 26 weeks when requested.
- QIT will contact schools around week 20 to discuss reintegration planning and support a successful return to school-based provision.

If you have any questions regarding AP funding, reviews or reintegration planning, please contact your QIT Link Teacher or email send-ap@leicester.gov.uk.

📌 Referral forms - School portal

The school portal hosts the following application / referral forms that you may need to complete.

- Funding application (Element 3 / SENIF)

- Part-time timetables form
- SEND Support Service referral form

If you have not yet registered to access the school portal, please complete the [school portal user access request form](#)

If your account is locked or you require a password reset, please complete the [School portal - password / account locked form](#)

Full information about the school portal is available on the [School's Extranet](#)

📧 **Thank you**

Thank you for your continued dedication to meeting the diverse needs of our learners, and I hope you found this bulletin both useful and informative.

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

Best wishes,

Quality Inclusion Team

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Social Care and Education

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If you have any queries regarding this bulletin, please email
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