SCHOOL SUPPORT AND MEETINGS | ENGLAND

SENCO Meeting Preparation Pack

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Prepare the points, evidence and questions you want to discuss with the SENCO, so the meeting is easier to take part in. This is a preparation pack, not a formal school form.

You do not need a diagnosis to describe what you are noticing and what already helps.

Who this is for

Parents and carers preparing for a first or follow-up meeting with the Special Educational Needs Coordinator, in England or elsewhere — school processes will vary, so adapt the wording.

What is inside

- A before-the-meeting planner
- Space for examples and questions
- A record of what was agreed

Please read this first

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. It does not guarantee an assessment, plan, adjustment, payment or any other outcome. Check current official guidance (for example GOV.UK) and get individual advice from SENDIASS, IPSEA or a suitably qualified adviser when you need it.

Before the meeting

A SENCO coordinates support in a school or setting. A calm, factual meeting is often more useful than trying to cover everything. Take this pack with you, and ask for notes in writing afterwards if that would help.

Child's name or initials

Meeting date, time and place

Who will be there

Who is coming with me

The three things I most need discussed

What is going well, or what already helps

Examples, questions and what I am asking for

What is not working, with short dated examples if I have them

Support already tried at school or at home

Questions I want to ask

The support or next step I would like the school to consider, and when we might review it

After the meeting

What was agreed, who will do it, and by when

What is still unclear, or what I want in writing

Date we will review this

Useful next steps and sources

Use what helped in this pack and leave the rest. You can come back to it when you need to. Live tools on mysendfriend.co.uk remain free, including Help Me Now, the SEND Letter Builder, the Reasonable Adjustments Builder, the DLA and PIP Claim Planners, and the free resources hub. Saving work to My SEND Plan is optional.

Where to check official or independent information

Guidance and benefit rules can change. Check the current official position, and get individual advice when you need it.

- GOV.UK: Children with special educational needs and disabilities (SEND)
- The SEND Code of Practice 2015 (England)
- The school's SEN information report and complaints policy
- Your local SENDIASS service
- IPSEA, for legally based information in England

A reminder about this free pack

This is a free starting-point resource from My SEND Friend. It is general information, not legal, medical or benefits advice, and it is not an official or government form. Using it does not start a statutory process or guarantee a particular outcome. Adapt every page to your situation.

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