

Bryan Slater  
Director of Education

# Distribution


**ALL SCHOOLS** Including,  
Nursery, Special and PRUs

**FAO: Headteachers and SENCOs**

**action**

This document needs your **action** as detailed below:

<b>ACTION</b>	<b>Title</b>	<b>SEN Data Collection – DfES PLASC January 2004</b>
	<b>Summary of contents</b>	Guidance on the identification, recording and reporting of new DfES codings of children's SEN related needs.
	<b>Associated documents</b>	Full guidance and support details for identifying and recording in the Phoenix Database (or similar Management Information System) in your school with effect from September 2003. Separate guidance notes about reporting the above new SEN pupil codings as part of the January 2004 DfES Pupil Level Annual School Census (PLASC) will follow later this term.
	<b>Date</b>	September 2003
	<b>Summary of action required</b>	<ul style="list-style-type: none"> <li>To read the attached guidance notes and ensure that the new SEN codings are determined and entered for all appropriate children on the school Phoenix, RM or, SIMS MI system ready for collection as part of the January 2004 PLASC return.</li> <li>To ensure appropriate SENCO / administrative staff have sight of this documentation and complete the necessary work to identify and record appropriate new codings.</li> <li><b><u>Please note that it will not be possible to enter the new codes into your school MI system until it has been upgraded for PLASC 2004. This is likely to be nearer to December 2003.</u></b></li> </ul>
	<b>To be completed by</b>	It is suggested that the new codings are assigned to pupils over the course of this term and entered into Phoenix or other PLASC 2004 compliant MI system once the new fields / codings are available in your school system later this term and before the PLASC 2004 return is made by your school.

	<b>LEA Contact</b>	SEN Support Team (General Advice about new codings)		Nigel Peacock 01603 222348
		ICT Solutions Help Line (Installation and Technical Support)		0845 3033003
	<b>E-mail address</b>	ictsolutions@norfolk.gov.uk		
	<b>Norfolk Self Review reference</b>	1. How high are standards?		
	<b>Document reference</b>	MI 188-03		

<b>Summary of the New Data Collection Requirements By the Type of SEN</b>
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## Introduction

From January 2004, the Department for Education and Skills will be collecting more detailed information about pupils with Special Educational Needs (SEN) as part of the Pupil Level Annual Schools Census (PLASC).

This briefing paper summarises the key issues for your school as the DfES guidance is not being sent directly to schools. You will also find reference to it under "Definitions of SEN" in DfES SEN Update 12 (June 2003).

It is strongly recommended that special educational needs co-ordinators ensure that "Data Collection by type of SEN" (June 2003) published by the DfES, is adopted **in the Autumn Term 2003**. The full document is 8 pages long and available from [www.dfes.gov.uk](http://www.dfes.gov.uk) or obtained free from DfES publications ([www.dfes@prolog.uk.com](mailto:www.dfes@prolog.uk.com) or 0845 6022260).

The DfES and the LEA wish to make use of the data to inform strategic planning for SEN. This data is important as it will help us to study trends in Norfolk compared to the national picture and indeed to properly consider the variations in need across the County. It will also enable improved monitoring of the outcomes for pupils.

The SEN Code of Practice (2001) outlined the four broad areas of difficulty which must be used for the January 2004 data collection, so by now these should be familiar to you. These have been further subdivided into 12 categories by Ofsted.

## Key Issues

- 1 There are three types of record you will keep as follows (N, SEN or by category)

either:

- a) pupils where needs are being met through normal differentiation of the curriculum should be recorded as **"N"**, i.e. no special provision;
- b) for pupils whose needs are met through normally available provision at Early Years Action or School Action you should only record **"SEN"** and not specify the **type** of SEN using the categories of need;

or alternatively:

- c) for all pupils with SEN at Early Years Action Plus, School Action Plus or for those on whom the LEA maintain a Statement of SEN, a record should be made of the **type(s) of need** where special provision is being made.
- 2 You are reminded that a lack of competence in the use of English is **not** a SEN. Neither is a medical diagnosis or disability necessarily a special educational need.
- 3 For pupils on whom you should record a **type of SEN** (1c above), it is very important to only state the pupil's **primary** or greatest need; that which is first and foremost the reason for the special educational provision. Many pupils have a wide variety of difficulties but this is **not** to be recorded for the purpose of data collection here. The categories (for pupils at 1c above) are as follows:
- Specific Learning Difficulties (SpLD)
  - Moderate Learning Difficulties (MLD)
  - Severe Learning Difficulties (SLD)
  - Profound and Multiple Learning Difficulties (PMLD)
  - Behaviour, Emotional and Social Difficulty (BESD)
  - Speech , Language and Communication Needs (SLCN)
  - Autistic Spectrum Disorder (ASD)
  - Visual Impairment (VI)
  - Hearing Impairment (HI)
  - Multi-sensory Impairment (MSI)
  - Physical Disability (PD)
  - Other (OTH) can be used in exceptional circumstances where the SEN is **substantially different** from any of the types of need in the above categories.
- 4 The full DfES guidance referred to in the introduction to this document offers further explanatory notes about each of the 12 categories as indeed does the SEN Code of Practice (2001). The DfES guidance also includes a list of voluntary organisations nationally who can provide further assistance.
- 5 For pupils with Statements or those at Early Years Action Plus/School Action Plus, you are advised to seek the advice of the Educational Psychologist (EP) to agree the category wherever an EP assessment has been/or is being taken.
- 6 For any further advice or training, please contact your School Support Team representative.
- 7 You are advised to let your Governing Body know that this work is being undertaken.

## **Action Points for your SEN Co-ordinator**

- 1 To read the DfES guidance referred to in the introduction to this summary.
- 2 To ensure that either N or SEN or 1 of 12 categories is used to record all pupils with SEN during the **Autumn Term 2003** in consultation with staff who know the pupil(s) well.
- 3 To ensure that where an EP assessment is being/or has been undertaken, that there is agreement on the category recorded.
- 4 To keep clear records using Phoenix, RM or SIMS MI system as appropriate on the above categories in readiness for the January (2004) PLASC data collection return in liaison with any administrative staff in your school.

5 **Please Note**

**It will not be possible to enter the categories into your school's MI system until it has been upgraded for PLASC 2004, which it is anticipated will not be before December 2003. For any technical assistance, please contact the ICT Solutions Helpline on 0845 3033003. Further guidance will be issued by ICT Solutions later this term on this aspect.**