

Dear colleagues,

Please find attached a briefing sheet with information for parent carers regarding two tools developed by Norfolk County Council. The tools are freely available to all mainstream settings to support their provision for children and young people with Special Educational Needs and Disabilities (SEND).

The tools are:

- Identification of needs descriptors in educational settings (INDES)
- An Inclusion and Provision Self-Evaluation Framework (IPSEF)

<https://www.schools.norfolk.gov.uk/pupil-needs/special-educational-needs-and-disabilities/identification-of-need-and-inclusive-provision>

The briefing sheet explains what the INDES and IPSEF are, why we have developed them and how they will be used by educational settings.

We would encourage you to share the briefing sheet with the families that you work with so that they are aware of the tools that educational settings should be using.

Yours faithfully,

Inclusion and SEND Team
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*Please direct parents and carers to Norfolk SENDIASS.
(norfolksendiass.org.uk) Tel: 01603 704070
norfolksendiass@norfolk.gov.uk for advice and support and for any questions they have regarding the INDES and IPSEF.*

Tools for supporting and managing SEND provision in Norfolk

The Inclusion and SEND team at Norfolk County Council have produced two tools that are freely available to all mainstream settings to support their provision for children and young people with Special Educational Needs and Disabilities (SEND).

The tools are:

- 1. Identification of needs descriptors in educational settings (INDES)**
- 2. An Inclusion and Provision Self-Evaluation Framework (IPSEF)**

Why have we produced these tools?

The vast majority of children and young people can have their needs met in their local school and be part of the community alongside their peers. These tools aim to help settings to give children and young people the support they need.

We are confident that these tools will help both settings and individuals, by enabling settings to:

- clearly, confidently, and quickly assess needs at an early stage
- identify strengths and areas for development
- access appropriate support and funding

What are the benefits of these tools?

The INDES and IPSEF will help us to plan the services we provide to support settings to enable them to meet the needs of their children and young people.

What are the tools and what will they do?

Identification of needs descriptors in educational settings (INDES)

- describe the needs of children and young people in seven areas:
 - Physical disability (including physical and neurological impairment, medical, independence and sensory)
 - Deafness
 - Visual impairment
 - Speech and language difficulties
 - Social communication and interaction
 - Social, emotional and mental health difficulties
 - Learning and cognition difficulties (including behaviour for learning)
- quickly identify needs, using a shared language to improve communication between settings, professionals and families
- provide a picture of a child or young person's needs throughout their education
- support planning and reviews, both for children and young people at SEN Support and for those with Education, Health and Care Plans (EHCPs)

Inclusion and Provision Self-Evaluation Framework (IPSEF)

Schools can use this tool to help them identify strengths and areas for development against key Norfolk and National standards and legislation, in order to develop more inclusive education practice.

The IPSEF includes:

- whole school culture and ethos
- provision
- independence and transition planning, including transition to adult life
- involving children and young and people and parent carers in decision making

Our plan is for all settings to complete an IPSEF once a year.

Copies of the INDES and IPSEF are available here:

[Identification of need and inclusive provision - Schools \(norfolk.gov.uk\)](https://www.norfolk.gov.uk)

If you have any questions regarding the INDES and IPSEF, please contact Norfolk SENDIASS: [Norfolk SEND Partnership Home Page \(norfolksendiass.org.uk\)](https://www.norfolksendiass.org.uk)

Tel: 01603 704070 norfolksendiass@norfolk.gov.uk for advice and support.

Appendix 1

The tools have been produced with:

- ✓ school leaders
- ✓ special educational needs coordinators (SENDCos)
- ✓ governors
- ✓ East Coast Community Healthcare (ECCH) (*Now Cambridgeshire Community Services NHS Trust*)
- ✓ Virtual School Looked After and Previously Looked After Children (VS LAC) (*Now Virtual School Children in Care*)
- ✓ Virtual School for Sensory Support (VSSS)
- ✓ Educational Psychology and Specialist Support (EPSS)

In consultation with:

- ✓ Norfolk SENDIASS
- ✓ Family Voice Norfolk
- ✓ Norfolk SEN Network