

## **Headteacher responsibilities**

Headteachers of maintained schools and academy trusts must make sure their schools:

- Use best endeavours in exercising their functions to ensure that the necessary special education provision is made for any pupil who has special educational needs;
- Ensure that parents and/or the young person are notified by the school when special educational provision is being made for their child because it is considered that they have special educational needs;
- Make sure that the responsible person makes all staff that are likely to teach the pupil aware of the pupil's special educational needs and/or medical conditions;
- Make sure that the teachers in the school are aware of the importance of identifying pupils who have special educational needs and of providing appropriate teaching;
- Ensure that there is a suitably experienced and qualified teacher designated as special educational needs coordinator (SENCO) for the school (for details, see Special Educational Needs/Disability Regulations 2014 and the 0-25 SEND Code of Practice (2015));
- Consult the local authority and the governing bodies of other schools when it seems necessary to coordinate special educational teaching in the area;
- Ensure that pupils with special educational needs/disabilities join in the everyday activities of the school together with their peers, as far as is compatible with them receiving the necessary special educational provision, the provision of efficient education for all other pupils, and the efficient use of resources;
- Take account of the 0-25 SEND Code of Practice (2015)' when carrying out their duties towards all pupils with special educational needs/disabilities;
- Where a local authority or the First-tier Tribunal (Special Educational Needs and Disability) names a maintained school as the school the child will attend on an Statement of special educational needs or an Education and Health Care Plan, the governing body must admit the child to the school. Before naming a maintained school on a statement, the local authority must consult the governing body of the school (see below);
- Cooperate with the local authority in developing the Local Offer and in transferring children/young people from the old to the new special educational needs framework (eg 'SEN support' and Education, Health and Care (EHC) Plans);
- Ensure the school produce and publish online its School SEN Information Report in accordance with section 69 of the Children and Families Act 2014; and
- Ensure the school has arrangements in place to support children with medical conditions (section 100 Children and Families Act 2014).

## **Reference**

Department for Education (2015) Governors' Handbook: For governors in maintained schools, academies and free schools. London: DfE. [Online at: <https://www.gov.uk/government/publications/governors-handbook--3>; accessed: 27.2.15]