

Leeds and Calderdale Councils

Case study

From paper forms to digital: A whole school SEND audit for long term strategy

Factors contributing to effective provision for pupils with SEND		Part 1 What do I think is happening?		Part 2 What does the evidence suggest?	
		Almost	Good	Comments	
Monitoring, Tracking & Evaluation	The school ensures that interventions are matched to meet the needs of individual pupils.				
	Interventions follow a cycle of Review.				
	Interventions are rigorously monitored and adjusted accordingly.				
	The school has a clear system for monitoring and evaluating the effectiveness of interventions.				
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Paper based audit

1. The challenge

Leeds SENCOs completed a paper-based audit often with a SEND advisor. This was useful for short term plans. But there was no strategic and long term support from the SEND teams. No ability to create big-picture thinking. No way to share information across teams.



2. The work

As part of The Change Programme, Calderdale and Leeds commissioned Pop Pop Studio to create a digital SEND audit prototype. Rather than traditional external consulting, Pop Pop Studio embedded themselves within the teams. This authentic co-production approach ensured the project was shaped by the voices of those who would use it most.

The prototype was tested with SENCOs and with SEND teams with minor tweaks and major insights upending the process.

3. The insights

SENCOs were insistent on 2 main points

- they wanted to record their unfiltered thoughts
- they expected real feedback from the SEND teams

As a result, SENCOs can now keep the Audit private within the school, and share a Summary and Action Plan with the council. There's also a Comment system to allow dialogue between the SENCO and the SEND Teams.



4. Authentic Co-Production in Practice

Traditional consulting often relies on interviews or surveys, risking generic solutions. Our embedded approach meant:

- **Real-time iteration** Resources were prototyped, tested, and refined alongside SEND Teams and SENCOs.

Ownership and trust SENCOs provided honest feedback, knowing their input would directly shape the final product.

This collaboration fostered a sense of ownership, ensuring the Audit and Action Plans were both relevant and immediately useful.

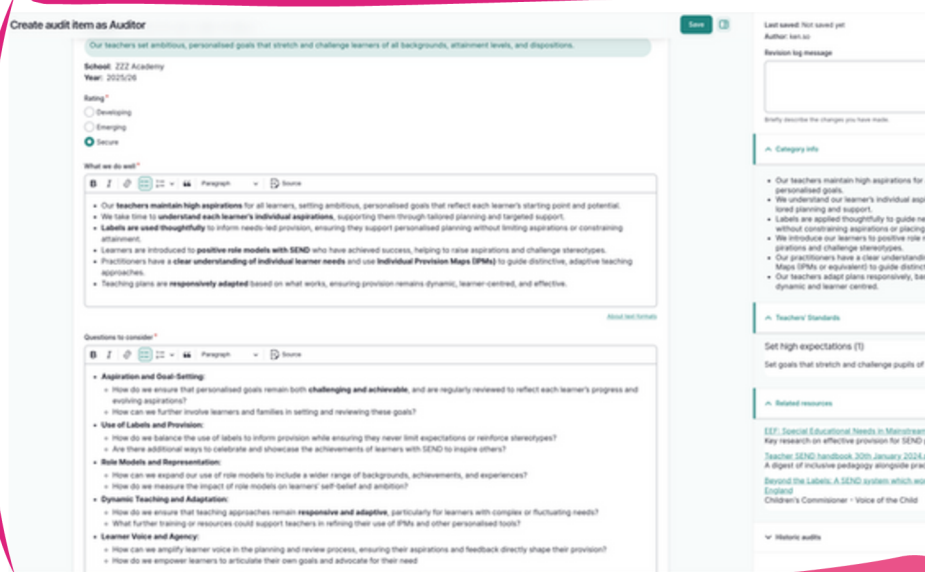


5. Impact

- The Audit is now a dynamic, living tool, evolving with the needs of schools and fostering a culture of mutual respect and continuous improvement.
- SEND Teams are looking forward to delivering more tailored support, resources, and training
- 500+ SENCOs and headteachers attended the launches, demonstrating widespread engagement and buy-in.

One of the proudest moments of my professional journey so far... I've had the privilege of working on something that truly matters.

*Laura Humble,
Specialist Inclusion Team Manager*



The new digital audit

6. Key Takeaway

- We have transformed the flow of information from SENCOs to SEND Teams and back.
- A fragmented system is now a collaborative solution that will support SENCOs and teachers in mainstream inclusion.



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