

SENCo Meeting Notes and Action Plan

A printable record for parents and carers

Use this template to keep the discussion focused and record what everyone has agreed. It can be completed during the meeting or written up immediately afterwards.

Child's name:	Year group:
School:	Date:
People present:	Meeting led by:

The main concerns we want to discuss:

My child's strengths, interests and successful approaches:

My child's views and what they would like to change:

Keep the discussion balanced: Needs matter, but strengths and the child's own perspective should also shape the plan.



What did the school share?

Record evidence, current support and the emerging picture

The school's observations:

Assessment information or examples discussed:

Support already in place	What has been noticed?	Continue, change or stop?

Possible explanations or areas that need further exploration:

Useful evidence: Specific examples are more helpful than broad labels. Record the task, the support provided and what changed as a result.



Agreed actions

Make each next step specific and reviewable

Agreed action or adjustment	Who will do it?	Start date	How will impact be checked?

Review date:	Person coordinating the plan:
How progress will be shared:	How the child will be involved:

Questions that remain unanswered:

☐ I understand the agreed next steps.	☐ My child's views have been considered.
☐ Responsibilities have been allocated.	☐ I know who to contact if something is unclear.
☐ A review date has been agreed.	☐ I will request or keep a written copy of the agreed plan.

After the meeting: Send a brief, polite summary if you do not receive one. Keep this form with reports, school correspondence and examples of work so progress can be reviewed over time.

This template is a practical record. It does not replace the school's own SEND planning documents or individual professional advice.

