Appendix – Gathering information on Pupils before entering the data into SEN Diary

* Surname	First Name	Gen	Date of Birth	* N C Year	* Class	Special Unit	* Stage (1)	* Date Stage assigned (1)	* SEN Type (2)	Statement Review Month	Tick When Entered
						❑					❑
						❑					❑
						❑					❑
						❑					❑
						❑					❑
						❑					❑
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						❑					❑
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						❑					❑

* Required

(1) These columns are entered as a Diary Entry. It is possible for you to forget to do this; however, your data will be compromised if you do not create the Diary Entry. If you are not sure of the date it is recommended that you estimate the date and, if necessary, enter a temporary date – perhaps the **1 Aug** or some other date that is not likely to be correct. You can then add a Diary Action to remind you to correct the date later. Select your Stage from the following list. You can Set Up the meanings how you wish but the meanings as supplied are shown here:

Stages: C = Concern A = Action A+ = Action Plus SA = Statutory Assessment SP = Statemented Provision Off = Off Register Now -- = No Concern

(2) SEN Type: This is required when the Pupil is on the Special Needs Register (Stages: Action, Action Plus, Statutory Assessment or Statemented Provision)