**Using the Sheffield Support Grid:**

**Timeline of actions required**

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| **Date/Deadline** | | **Action Required** |
| **1** | **Inclusion Task Force training**  *8th December* | Inclusion Task Force training to establish ‘terms of reference’ for citywide moderation exercise, map out moderation visits and teams to undertake each school sampling. |
| **2** | **Locality Moderation**  *16th December* | All Sheffield schools/academies to have carried out moderation of the provision for high needs SEND children and young people within their locality and submitted data and the Headteacher SEND Declaration to the Locality SEND Lead Headteacher (or other nominated HT) |
| **3** | **Locality data and feedback returned**  *17th January* | Locality SEND Lead Headteacher to send data returns to the LA along with a summary of the moderation process across the locality (see Locality Moderation Feedback form) |
| **4** | **Citywide Moderation**  *10th January – 3rd February* | Inclusion Task Force to carry out a citywide moderation/sampling process in all localities. |
| **5** | **Analysis of data and returns**  *7th February* | Inclusion Task Force meet to discuss feedback from Locality Moderation forms, the citywide moderation/sampling process and make a recommendation to Schools Forum. |
| **6** | **Schools Forum Meet**  *9th February* | Schools Forum make a decision on whether the data from this round of moderation is robust enough to use for distribution of the High Needs SEND funding for 2017-18. |
| **7** | **Locality Spending Plans**  *3rd March* | Deadline for submission of Locality Spending Plans to ensure that new financial year can start with ‘high needs’ SEND funding in place. |

**Notes**

1. Please refer to the document ‘**Using the Sheffield Support Grid: Guidance November 2016’** on use of the SSG to assess current provision. See also the specific information for this round of moderation ‘**Proposed Citywide Moderation Mechanisms and Processes’** and **Headteacher SEND Declaration** form.
2. The data returns should be submitted on the ‘**Moderation Grid’** (and email to Jeremy Hamm: [jeremy.hamm@sheffield.gov.uk](mailto:jeremy.hamm@sheffield.gov.uk) along with the completed **Locality Moderation Feedback** form detailing the process across the locality, strengths, areas for development and any other feedback which could be useful to help ensure the future consistency and robustness of this process.
3. Localities will be asked to select 2 schools for a further citywide moderation/sampling exercise. Localities can decide their own reasons/criteria for their choice of schools. This exercise has 2 clear purposes:
4. To add an additional level of checking and therefore ‘robustness’ to the data collected
5. To up-skill ‘Lead SENCos’ and other professionals from the Inclusion Task Force, who will feed back into locality working and build further confidence into the process.
6. The recommendation made by the Inclusion Task Force will be based on evidence gathered from the Locality Moderation Feedback forms, information gleaned from the Headteacher SEND Declaration Forms, the submitted data and the citywide moderation/sampling exercise.
7. Following the meeting in February, Schools Forum will share the decision made on how SEND High Needs Funding will be allocated in 2017-18 through the usual channels.