

Appendix 5 : Recording information on an Individual Education Plan

The Code of Practice gives guidance on gathering information, the Senco's role, planning support and the nature of the intervention. The Individual Education Plan (IEP) is a major tool for planning and recording. It will record information that is **additional to** or **different from** the usual differentiated curriculum. Included in the IEP will be....

- The short-term targets set with the pupil
- The teaching strategies to be used
- The provision to be put in place
- When the plan is to be reviewed (ideally termly but at a minimum twice a year)
- Success and/or exit criteria
- Outcomes (to be recorded when IEP is reviewed)