Wokingham Area SEND Partnership Quality Assurance Framework

EHCP/ Annual Review Quality and Delivery of Provision

Final v1.3 — November 2026



Strengthening quality, assurance and improvement across EHCPs, Annual Reviews and delivery of provision

Document summary
Owner: Sally Furness, SEND Practice and Quality Lead
Scope: Education, health, social care, schools/settings, children and young people, families and partner services
Review cycle: Annual, or sooner if national reform, inspection guidance or partnership priorities change
Status: Final

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Version Control

Version	Date	Author / owner	Summary of changes	Status
V1.0	April 2026	SEND Practice and Quality Lead	Initial framework structure drafted.	Draft
V1.1	August 2026	SEND Practice and Quality Lead	Updated following consultation, refreshed PAP 3 KPI alignment, academic-year milestones and streamlined QA activity sections.	Draft for partnership review
V1.3	November 2026	SEND Quality and Practice Lead	To record amendments following partner review and governance feedback.	Final

1. Purpose of the Framework

This framework sets out how the Wokingham Area SEND Partnership will define, measure and improve quality across the EHCP journey, from assessment and all professional contributions through to drafting and EHCP plan delivery, annual review and impact. It supports partnership priorities to improve the quality and accuracy of EHC plans, strengthen multi-agency assurance, and test whether advice and provision are timely, specific, understood, delivered in practice and contributing to improved attendance, engagement and progress against outcomes.

- Ensure EHCPs and Annual Reviews meet statutory timelines and quality expectations.
- Use one agreed QA approach across agencies to make EHCP and Annual Review assurance more joined up.
- Embed learning from inspection and partnership improvement priorities into everyday practice with professional moderation, Invision 360 reporting, setting visits and performance management.
- Give children, young people and families an active role in defining quality, contributing lived experience to audits, deep dives and delivery assurance.
- Give children, young people and parents the opportunity to shape improvement priorities alongside schools/settings and partner services.

2. Principles of How We Will Work Together



3. Scope of What We Will Quality Assure

3.1 In Scope

1. EHCP quality- content, accuracy, clarity, outcomes, provision specificity, multi-agency alignment
2. Annual Review quality- timeliness, purpose, outcomes, evidence of change, multi-agency input; school compliance
3. Quality of all professional contributions — quality, timeliness, use of agreed templates and how advice is reflected in plans.
4. Delivery & impact- provision delivered, improvement linked to attendance and engagement, progress made against outcomes, escalation when not delivered.
5. Experience & participation- regular updates on quality assurance outcomes, complaints/tribunals themes, "Your Voice In Action" feedback given to families and children and young people

3.2 Out of Scope (but linked)

Provider QA, commissioning and wider service-specific assurance frameworks sit alongside this framework. This includes:

- Independent and non-maintained special school commissioning process — INMSS QA Framework October 2025
- Educational Psychology internal QA process — EP statutory advice QA / family feedback evidence
- Children's social care audit activity — Wokingham Borough Quality Assurance & Practice Framework July 2025
- Health Quality Assurance Framework — Health SEND QA Toolkit V5 Jan 26 / BW Health SEND QA Programme 2025
- Contract monitoring for commissioned provision — INMSS QA Framework October 2025 / Wokingham ASEND Priority Action Plan July 2026
- Preparation for Adulthood and transition processes — Post 16 Training / 2.4 Position Statement and Cover Note
- Cross-Berkshire arrangements where partners support more than one local authority.

These linked frameworks, policies and processes will not be duplicated here; their findings will be brought into the SEND QA cycle where they affect professional contributions, EHCP or Annual Review quality, provision delivery, timeliness, family experience or outcomes for children and young people.

Where health services operate across more than one local authority, Wokingham will seek to align QA requests, audit tools and reporting expectations with wider Berkshire or ICB arrangements where possible. This will reduce duplication for health partners while ensuring Wokingham-specific learning, risks and actions remain visible through local SEND governance.

4. Governance & Accountability

4.1 Oversight Body

The SEND Assurance Board and SEND Area Improvement Board provide partnership scrutiny and oversight of:

- **The QA Framework and audit programme:** checking that the framework is being used as agreed, that audits are happening at the right times, and that the findings are helping partners understand what is working well and what needs to improve.
- **Outcome KPI's, risks and issues:** reviewing the key measures in the framework, including EHCP quality, Annual Review timeliness, advice quality, family feedback and delivery of provision. The boards will also consider any risks, delays or repeated issues that need senior attention or action.
- **Co-production, challenge and assurance:** making sure children, young people, families, schools/settings and partner services have opportunities to give feedback, challenge the findings and help shape improvement activity. This includes checking that feedback leads to visible "you said, we did" changes.

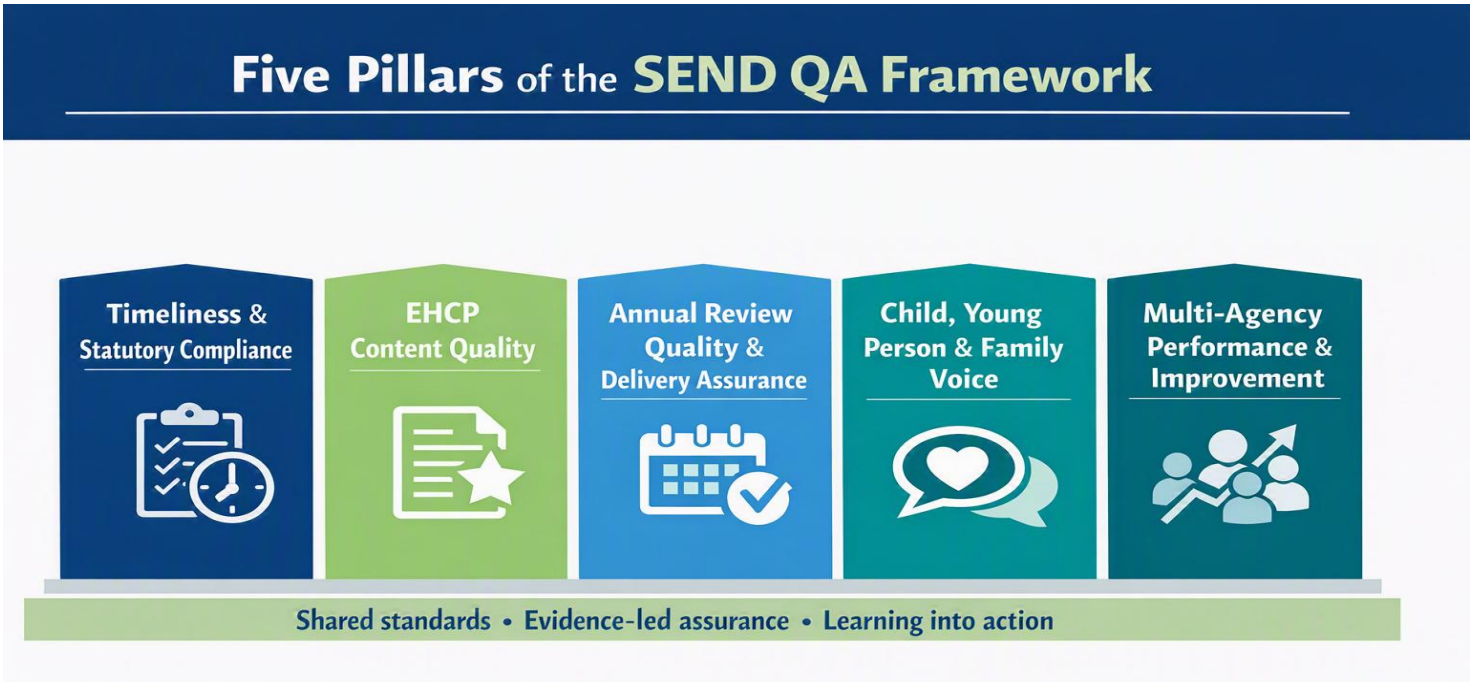
The SEND Quality Assurance and Practice Lead will maintain the central QA tracker and provide a concise monthly dashboard update on statutory performance, audit completion, exceptions, risks and overdue actions. Partner services will nominate a QA lead and provide one aligned return each quarter, including agreed measures on timeliness, quality, provision delivery, impact and progress

against actions. These termly returns will inform the relevant termly multi-agency QA summary, avoiding separate duplicate submissions. Partner leads are expected to contribute to proportionate moderation, deep dives and follow-up activity through their own governance routes; formal service sign-off of the framework is not required.

4.2 Core Roles and Shared Responsibilities

- **SEND Quality Assurance and Practice Lead (WBC):** coordinates the SEND QA programme across the academic year, including QA forums, the audit tracker and forward plan, peer moderation, deep dives, provider/setting visits, governance reports and follow-up of agreed actions. The role also uses audit findings to plan SEND team and partner training, update guidance and tools, and work with education, health and social care leads to evidence improvement.
- **Education leaders:** apply agreed standards in EHCP drafting and Annual Review paperwork, support delivery assurance, and take part in audits and improvement actions.
- **Health partners:** embed the Health Quality Assurance Framework within the Area SEND QA Framework, covering statutory advice to EHCPs and Annual Reviews. They will monitor quality, timeliness and delivery of health provision, contribute an aligned quarterly return, and take part in proportionate moderation, deep dives and delivery assurance. Where services operate across Berkshire, shared tools and reporting expectations will be used wherever possible to minimise duplicate requests.
- **Children's and adults' social care partners:** improve the quality and timeliness of contributions and ensure responsibilities are clear where children and young people are preparing for adulthood or moving between services. Children's social care, and Preparation for Adulthood leads will contribute to proportionate audits and delivery assurance, follow up relevant actions, and align implementation with developing social care QA and improvement arrangements so expectations remain realistic and deliverable.
- **SEND Voices Wokingham / CYP participation:** support children, young people and families to shape the shared definition of quality, contribute lived experience to audit design, deep dives, delivery assurance and improvement planning, and test whether changes are making a difference. Feedback will be brought together with evidence on provision delivery, attendance, engagement and progress against outcomes, with findings reported through accessible "Your Voice in Action" updates.
- **Named QA leads from each partner service:** coordinate their service's proportionate contribution to the framework, including a single aligned termly return, agreed sample checks, shared learning and progress against actions. This includes, where relevant, Educational Psychology, SEND casework, health services, children's social care, Preparation for Adulthood and other EHCP or Annual Review contributors. Existing partner QA arrangements will remain in place, with relevant findings brought together through the SEND QA Forum rather than duplicated.

Quality Model



Pillar 1 — Timeliness & Statutory Compliance

Expectation: assessment, statutory advice, drafting, issue and annual review steps happen on time, and plans remain current, evidence-based and responsive to changes in need.

Key assurance focus: This pillar checks whether statutory steps happen on time and whether delays, late advice or incomplete information are identified early and escalated. Detailed targets are set out in the KPI tracker.

Linked QA activity: Monthly performance reporting, termly advice returns, spot checks and targeted deep dives will test whether statutory requirements are being met and whether any repeated issues are improving.

Pillar 2 — EHCP Content Quality

Expectation: EHCPs are clear, accurate, current, accessible and evidence-based; Section B/C/D (needs), Section E (outcomes) and Sections F/G/H (provision) are aligned; provision is specified and quantified; and health and social care contributions are integrated coherently.

Key assurance focus: This pillar checks whether EHCPs are clear, accurate, legally compliant and useful. It focuses on whether needs, outcomes and provision are joined up, whether health and social care advice is reflected properly, and whether plans are specific enough to support delivery. Detailed targets are set out in the KPI tracker.

Linked QA activity: EHCP audits, partner moderation, Invision 360 reporting and advice-to-plan checks will be used to identify strengths, gaps, training needs and improvement actions.

Pillar 3 — Annual Review Quality & Delivery Assurance

Expectation: Annual Reviews are timely, outcome-focused, multi-agency and lead to meaningful updates where needs change. The QA approach will also test whether provision written in plans is understood, specific and implemented by schools/settings and partner services.

Key assurance focus: This pillar checks whether annual reviews are timely, purposeful and lead to the right decisions. It also tests whether provision in plans is understood, delivered and having impact. Detailed targets are set out in the KPI tracker.

Linked QA activity: Annual Review sampling, deep dives, setting visits, updated paperwork, guidance and targeted support will be used to test quality, delivery and decision-making.

Pillar 4 — Child/Young Person and Family Voice, Co-production & Experience

Expectation: Children, young people and families help define quality and contribute lived experience to plans, audit design, deep dives, delivery assurance and improvement priorities. The partnership will show how their experience has influenced decisions and whether changes are improving provision delivery, attendance, engagement and progress against outcomes, with accessible "Your Voice In Action" reporting.

Key assurance focus: This pillar checks not only whether children, young people and families are asked for feedback, but whether their lived experience is triangulated with audit and performance evidence, influences improvement activity and leads to visible change. Detailed measures are set out in the KPI tracker.

Linked QA activity: Surveys, accessible feedback routes, calls, meetings, complaints and tribunal learning will be analysed quarterly. Children, young people, families and participation partners will be involved in interpreting themes and shaping actions, with progress reported through Local Offer "Your Voice In Action" updates.

Pillar 5 — Multi-Agency Performance Management & System Improvement

Expectation: Quality standards are embedded into each agency's business-as-usual performance management. The multi-agency QA forum, peer moderation cycle and dashboards will make risks visible, track action and provide assurance that improvement is being delivered and sustained.

Key assurance focus: This pillar checks whether the framework is being implemented across the partnership, whether actions are tracked, whether training is improving practice, and whether repeated quality issues are reducing. Detailed targets are set out in the KPI tracker.

Linked QA Activity- Add here

6. QA Activities and Frequency

- **EHCP and Annual Review audits:** routine half-termly cycles with representative sampling of newly issued EHCPs, amended plans and annual review decisions.
- **Partner QA returns:** one aligned termly return from each partner service using agreed measures on advice quality, timeliness, specificity, provision delivery, impact and progress against actions. The return should draw on existing service QA evidence wherever possible rather than create duplicate activity.
- **Peer moderation:** termly moderation, using three selected cases to test consistency and identify shared learning.
- **Deep dives:** termly reviews selected from audit themes, performance data, complaints, tribunal or mediation learning, family feedback, inspection priorities or delivery risks.
- **Delivery assurance:** termly checks of whether provision in sampled EHCPs and annual reviews is understood, implemented and having impact.
- **Family and young person voice:** quarterly analysis and co-interpretation of survey and experiential feedback, including anonymised themes, links to delivery and outcomes evidence, and a clear record of how lived experience has informed improvement.
- **Dashboard reporting:** Invision 360 reporting of audit outcomes, trends, repeated quality issues and improvement actions.

Sample sizes: Sample sizes for EHCP audits, Annual Review audits, advice returns, delivery assurance checks, provider/setting visits and deep dives will be agreed annually through the QA forward plan. Samples may be adjusted during the year where data, risk, complaints, family feedback or inspection priorities show that a specific theme or cohort needs closer review.

Core advice audit questions	
1. Timeliness	Was the EHCP assessment advice sent back within the required 6-week timescale?
2. Clarity of need	Does the advice clearly explain the child or young person's needs and the impact of those needs on their daily life?
3. Specific provision	Does the advice clearly describe the support required, including the type, level, frequency and duration of provision where relevant?
4. Usefulness for EHCP drafting	Can you see a clear golden thread from the child or young person's needs, to the outcomes they are working towards, to the support or provision needed?

QA forward plan: A 12-month QA forward plan will run from April to March to align with corporate, health and social care reporting. It will show the activity, sample, lead, evidence due and reporting route for each quarter, while retaining term-based delivery points for schools and settings. The plan will be reviewed at the end of each quarter, so audit themes, deep dives, visits and training priorities remain proportionate and responsive to emerging evidence.

6.1 Learning cycle and reporting frequency

Every QA cycle will produce findings, actions, owners and deadlines. These will be captured on the central tracker and monitored through partnership governance.

6.2 How audit findings lead to improvement

Audit findings will be used to drive practical improvement, not just compliance reporting. Findings will be reviewed through the QA forum, actions will be agreed with named owners and timescales, and progress will be checked through future QA Cycles. Where audits identify repeated issues, learning will be built into supervision, team meetings, practice guidance, refresher training and targeted support for individuals or services.

QA activity will also identify and share examples of good practice, including strong professional advice, high-quality EHCP wording, effective Annual Review evidence, meaningful child and family voice, and evidence that provision is making a difference. Good practice will be shared through QA forums, SENCO forums, service briefings, training materials and partner governance routes.

Improvement loop: Evidence is gathered through audit, moderation, visits, feedback and performance data; findings are reviewed and prioritised; actions are agreed and tracked; learning is shared through training, guidance and supervision; and impact is checked in the next QA cycle.

- **Monthly:** the SEND QA Lead refreshes the performance dashboard, covering statutory timeliness, Annual Review compliance, advice response times, audit completion, overdue actions and escalation risks. Services are not required to submit a separate monthly return unless an exception needs immediate escalation.
- **Termly:** each partner service provides one proportionate QA return by the agreed deadline. The SEND QA Lead reviews the combined evidence, including timeliness, quality, provision delivery, impact, family voice, risks and progress against actions, and escalates exceptions requiring senior oversight.
- **Termly:** schools/settings and education-facing groups receive a summary aligned to the Autumn, Spring and Summer terms, drawing on the relevant quarterly evidence, moderation, deep dives, delivery assurance, family voice and updated action tracker.
- **Quarterly and termly feedback:** good practice, repeated quality issues, progress and agreed actions are shared once through the most appropriate route for each audience, avoiding duplicate reports to services, SENCO forums and partnership groups.
- **Annually:** a year-end report for April to March summarises KPI movement, action impact, outstanding risks, training priorities and “Your Voice in Action” evidence. The report will also show how activity aligned with the three school terms.

6.3 Academic year QA cycle

Termly business-as-usual QA activity			
Term	**What audit activity will take place?**	**Who will take part?**	**How will it be reported and shared?**

Autumn term	• Audit a sample of newly issued EHCPs and Annual Reviews. • Collect partner advice returns from education, health and social care. • Complete peer moderation of 3 cases. • Review family and young person feedback gathered at key EHCP points. • Agree the theme for spring deep dives based on autumn findings.	SEND QA Lead, SEND Team, Educational Psychology, health therapy services, social care, education settings, SEND Voices Wokingham – separate report- combine report and relevant partner QA leads.	Findings are added to the QA tracker and Invision 360 dashboard. A termly summary is shared through the QA forum, SEND Assurance Board, partner service governance routes and agreed feedback routes to schools/settings and families.
Spring term	• Repeat EHCP and Annual Review audit sampling. • Review second term partner advice returns. • Hold peer moderation using a small case sample. • Carry out thematic deep dives based on autumn audit themes. • Complete delivery assurance checks, including whether provision is understood and being implemented.	SEND QA Lead, relevant SEND officers, schools/settings, Educational Psychology, health and social care partners, provider or setting representatives, participation leads and families or young people where appropriate and consented.	Deep dive findings, visit themes and delivery assurance outcomes are reported to the QA forum and SEND Assurance Board. Service-specific learning is shared with the relevant teams, SENCO forums, partner governance groups and the central action tracker.
Summer term	• Complete final EHCP and Annual Review audit sample for the academic year. • Review third term partner advice returns. • Complete final peer moderation activity for the year. • Review progress against actions from previous audits and deep dives. • Complete delivery assurance checks, including whether provision is understood and being implemented. • Analyse family, child and young person feedback across the year. • Identify training, guidance and practice priorities for the next academic year.	SEND QA Lead, partner QA leads, SEND leadership, education, health and social care representatives, SEND Voices Wokingham, participation leads and relevant service managers.	A year-end QA summary is prepared for partnership governance. Key messages are shared through SEND Assurance Board, SEND Area Partnership Improvement Board, SENCO forums, service briefings, training plans and Local Offer “you said, we did” updates.
Each term: audit evidence + partner returns + moderation + feedback = findings, actions, training, guidance and improvement.			

7. Implementation Timeline and Milestones

These milestones focus on strengthened multi-agency quality assurance, co-production, statutory advice quality, delivery assurance and measurable improvement in EHCP and Annual Review quality.

- **Summer Term 2026:** co-design group established, QA Framework workshops completed, and the draft quality standard and statutory advice / EHCP drafting standards agreed across education, health and social care.
- **Autumn Term 2026:** Area SEND Partnership QA Framework agreed, published and implemented; health QA requirements incorporated; family feedback surveys launched; annual review baseline activity started; and core training offer made available.
- **Spring Term 2027:** multi-agency QA forum and peer moderation cycle operational; site-setting visits and thematic audits underway; annual review audit-tool training delivered; and first "you said, we did" update produced.
- **Summer Term 2027:** first full cycle of QA activity completed and reported, including four moderation / QA forums, tracked actions, embedded annual review quality reporting, EHCP 20-week timeliness target, annual review timeliness targets and staff training completion milestone.
- **Summer Term 2027 to Spring Term 2028:** quarterly EHCP audit reporting shows improvement in Gold/Silver grades, fewer overdue portal actions and fewer delays caused by late or incomplete advice.
- **Summer Term 2028:** EHCP quality improvement target reviewed, including Gold/Silver grading, Significant Gaps and SEND Voices survey feedback for families with EHCPs.

8. Signatory Page

Each service will nominate a named representative and confirm the governance route through which it will contribute to implementation. Nomination confirms a commitment to provide proportionate QA evidence, take part in relevant audit, moderation, deep dive or delivery assurance activity, and follow up actions linked to the service area. It does not require a separate formal sign-off where approval has already been given through partnership governance.

Service / partner area	Named representative	Role / title	Date
SEND Service	Jamie Conran	Director of SEND and Inclusion	16/11/2026
Education / schools and settings	Helen Jackson Brench	Wokingham Area SENCO	16/11/2026
Educational Psychology Service	Elaine Munro	Principal Educational Psychologist	16/11/2026
Health partners / Designated Clinical Officer	Miranda Walcott	Designated Clinical Officer	16/11/2026
Health therapy services	Rebecca Girnary	Head of Service-CYPIT	16/11/2026

Social care / Designated Social Care Officer	Kelli Scott	Head of Service- CWD	16/11/2026
Preparing for Adulthood	Alice Bateman	Head of Complex Care and Support	16/11/2026
SEND Voices Wokingham / parent carer forum	Terri Walsh	Joint CEO- SEND Voices Wokingham	16/11/2026