Inclusion Support Base Application Checklist with Evidence examples

Task	Evidence examples	Status
☐ **Demonstrate alignment to the six DfE Inclusion Base Principles**	Narrative within application; strategic mapping document	☐
☐ **Demonstrate alignment to SEND Reform Plan priorities (Early, Local, Fair, Effective, Shared)**	Application narrative; school development plan references	☐
☐ **Demonstrate alignment to Hillingdon SEND Vision and priorities**	Vision mapping document; school inclusion strategy	☐
☐ **Define intended purpose and outcomes of the base**	Proposal document; logic model	☐
☐ **Analyse current and projected pupil need**	SEND profile data; census data; EHCP trends	☐
☐ **Evidence unmet need within current provision**	Case studies; attendance, behaviour and attainment data	☐
☐ **Review existing SEND and inclusion provision**	SEND audit; provision map	☐
☐ **Review current accommodation and spaces**	Site audit; floor plans; photographs	☐
☐ **Identify space adaptations required**	Costings; premises assessment	☐
☐ **Evaluate effectiveness of current interventions**	Impact reports; assessment data	☐
☐ **Identify staffing strengths and gaps**	Staffing structure; skills audit	☐
☐ **Evidence whole-school commitment to inclusion**	School improvement plan; governor minutes	☐
☐ **Ensure inclusion is reflected in key policies**	SEND Information Report; Accessibility Plan; Inclusion Strategy	☐
☐ **Demonstrate leadership commitment and governance oversight**	Governing body approval; leadership statement	☐
☐ **Establish entry criteria for the base**	Entry protocol document	☐
☐ **Establish exit criteria and reintegration pathways**	Exit pathway and reintegration policy	☐

☐ **Confirm safeguarding arrangements**	Safeguarding policy; risk assessments	☐
☐ **Review Ordinarily Available Provision (OAP) offer**	OAP self-evaluation; provision audit	☐
☐ **Evaluate adaptive teaching across the school**	Learning walk findings; CPD records	☐
☐ **Evidence pupil and parent/carer engagement**	Consultation records; surveys	☐
☐ **Define pupil cohort for the base**	Cohort description and needs analysis	☐
☐ **Justify proposed base capacity**	Numbers analysis; demand forecasting	☐
☐ **Explain how the base strengthens whole-school inclusion**	Workforce development plan; outreach model	☐
☐ **Describe educational and therapeutic offer**	Curriculum plan; intervention menu	☐
☐ **Demonstrate access to broad and balanced curriculum**	Curriculum maps; timetables	☐
☐ **Describe reintegration arrangements**	Transition plans; review procedures	☐
☐ **Establish baseline assessment arrangements**	Assessment framework; assessment tools	☐
☐ **Identify measurable pupil outcomes**	Outcome framework; KPI document	☐
☐ **Establish review and monitoring process**	Monitoring schedule; annual review calendar	☐
☐ **Plan collection of pupil voice**	Survey templates; feedback procedures	☐
☐ **Plan collection of parent/carer feedback**	Consultation schedule; questionnaires	☐
☐ **Develop impact evaluation methodology**	Data dashboard; evaluation framework	☐
☐ **Track outcomes after pupils leave the base**	Destination and progress tracking process	☐
☐ **Establish quality assurance arrangements**	QA framework; governor monitoring reports	☐
☐ **Ensure Equality Act compliance**	Equality impact assessment	☐
☐ **Identify specialist partners and agencies**	Service level agreements; partnership agreements	☐
☐ **Define multi-agency working arrangements**	Referral pathways; meeting schedule	☐
☐ **Define role of Experts at Hand and specialist support**	Service offer documentation	☐
☐ **Complete final application quality review**	Completed self-assessment; submission checklist	☐