



Department
for Education

Department for Education
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Mr K McDaniel
Director of Children's Services
Windsor and Maidenhead
St Ives Road
Maidenhead
SL6 1RF

Mr J Lisle, Clinical Commissioning Group, Chief Operating
Officer

15 September 2017

Findings from Ofsted / CQC local area SEND inspection report

Dear Mr McDaniel and Mr Lisle,

As you will be aware, Ofsted and CQC now require Windsor and Maidenhead to submit a Written Statement of Action within 70 working days of receiving the local area SEND inspection report. This is because of the significant concerns set out in the inspection report, published on 1st September. Please refer to Annex A of the local Area SEND inspection handbook for further details on responding to findings from the inspection.

The statement must explain how the local area will tackle the areas of significant weakness identified by inspectors and I have asked Steve Huggett, one of DfE's SEND Advisers, to provide advice and support as you produce your written statement.

I was pleased to read the strengths identified by inspectors, including the joint working between services in early years to support effective early identification, particularly for children with the most complex needs. I was, however, very concerned to read about the areas of significant weakness, particularly the delay in establishing strategies to implement the SEND reforms effectively, poor joint commissioning and co-production, wide variation in the quality of education, health and care plans and weaknesses with leadership.

I would like to ask you to meet with me and NHS England colleagues to discuss how you intend to address the concerns raised by inspectors and make the necessary improvement in services. Please contact my PA Sandra McFarlane (Sandra.mcfarlane@education.gov.uk) to arrange a suitable time and date to meet.

Finally, to support you with producing the written statement of action, I have attached Annex A of the SEND inspection handbook, which sets out the approach to responding to findings from the inspection, and an information sheet setting out roles and responsibilities of the key parties. I hope this is helpful to you. Should you have any further question please contact Steve Huggett in the first instance.

Yours sincerely,

A handwritten signature in black ink that reads "Ann Gross". There is a small checkmark or flourish underneath the name.

Ann Gross

Director of Life Skills, Disadvantage and SEND

Department for Education (DfE)

Copy to:

Mrs H Hall, Local area nominated officer

Simon Dudley, Windsor and Maidenhead, Leader of the Council

Natasha Airey, Windsor and Maidenhead, Cabinet Member for Children's services

Helen Chrystal, SEND Lead, NHS England South (Central)
NHS England

Jan Fowler, Director of Nursing (NHSE South Central), NHS England

Roles and responsibilities information sheet

This information sheet sets out the role and responsibilities of key organisations in a joint working approach to improve services in your area, following your Local Area SEND Inspection, where it has been determined that a Written Statement of Action (WSOA) is required.

Local Authority and Clinical Commissioning Group

The Local Authority (LA) and Clinical Commissioning Group (CCG) are jointly responsible for submitting a WSOA to Ofsted and CQC within 70 working days (approx. 14 weeks) from the date of receiving the inspection report.

The WSOA must state clear details for each action, who is responsible for taking each action forward and time period for completion.

The published inspection report will state the principal authority responsible for producing the WSOA. This will usually be the 'local area', which means the LA and CCG are jointly responsible for delivering the WSOA.

Ofsted and CQC

The Ofsted regional team will write to the local area confirming the latest date by which the WSOA must be submitted. It can be submitted before this date.

Ofsted and CQC are responsible for evaluating the WSOA within 10 working days of receiving it. If it is not fit for purpose, the LA and CCG must resubmit another WSOA within 20 working days.

Department of Education and NHS England

The DfE SEND adviser and NHS England SEND Local Office lead (referred to as Advisers) will support the local area to produce the WSOA. This will include a face to face meeting following the publication of the inspection report to discuss findings and next steps. Attendees will reflect the significant concerns and would include a senior LA officer (at least AD), senior officers with responsibility for the areas to be addressed, the officer who will be coordinating the Written Statement, Parent Carer Forum representative, and senior representation from the CCG.

Adviser meetings may be supplemented by requests from senior officials at the DfE and NHS England – and potentially Ministers – for meetings with senior leaders from the local area to discuss the findings and progress with delivering the necessary improvements to services.

Whilst Advisers may offer comments on the WSOA, they do not approve or sign off the statement submitted by the local area – only Ofsted and CQC do this.

Once the WSOA has been assessed as fit for purpose, Advisers will hold quarterly joint monitoring visits to discuss progress with delivering the WSOA. Mott MacDonald, a DfE delivery partner, will contact the local area to arrange the dates for these visits, which must include a senior LA officer (of at least AD level) and senior representation from the CCG. If practical, this can coincide with an existing meeting that the local area has already in place to support its delivery of the WSOA, such as an Improvement Board.

The inspection handbook states that “the local authority (where it is not the principal authority) and every other person or body who has cooperated with the principal authority” must publish the WSOA on its website.

In line with the SEND Inspection Framework, DfE and NHSE officials will submit advice to the Minister of State for Children and Families on the progress made by the local area within 1 year of the publication of the report. <https://www.gov.uk/government/publications/local-area-send-inspection-guidance-for-inspectors>).

We encourage local areas to make contact with the designated Regional Schools Commissioner, whose role is to work with school leaders to take action in underperforming schools. They may be able to contribute to the WSOA by addressing any issues raised about SEN provision in schools. The area RSC lead can be found at <https://www.gov.uk/government/organisations/schools-commissioners-group>.

We also encourage local areas to work with local Transforming Care Partnerships and Sustainable Transformation Partnerships, with a particular focus on embedding children and young people within your planning and delivery of services in relation to CYP with SEND and Transforming Care.

Ofsted-CQC Local Area SEND Inspections – Annex A in the [Handbook](#)

Responding to findings from the local area special educational needs and disability inspections



