



**Mainstream  
Inclusion  
Partnership**

**Mainstream Inclusion Partnership (MIP)**

**Launch: Monday 17<sup>th</sup> April 2023**

**Information for Headteachers & SENDCos**

## Cluster Meeting Dates: Summer Term 2023

Cluster	Day	May	June	July
1	Wed	17 <sup>th</sup> 9:30 am	14 <sup>th</sup> 9:30 am	12 <sup>th</sup> 9:30 am
2	Tue	16 <sup>th</sup> 9:30 am	13 <sup>th</sup> 9:30 am	11 <sup>th</sup> 9:30 am
3	Wed	17 <sup>th</sup> 2:00 pm	14 <sup>th</sup> 2:00 pm	12 <sup>th</sup> 2:00 pm
4	Tue	16 <sup>th</sup> 2:00 pm	13 <sup>th</sup> 2:00 pm	11 <sup>th</sup> 2:00 pm
5	Thu	18 <sup>th</sup> 2:00 pm	15 <sup>th</sup> 2:00 pm	13 <sup>th</sup> 2:00 pm
6	Thu	18 <sup>th</sup> 9:30 am	15 <sup>th</sup> 9:30 am	13 <sup>th</sup> 9:30 am

# Cluster Meeting Headteacher Representative Rotas



## 1: Wed 9:30am

Bedfont	Aut 24
Cardinal Road	Aut 24
Edward Pauling	Sum 24
Fairholme	Sum 24
Feltham Hill Infants	Sum 24
Logic Studio	Spr 24
Oak Hill	Spr 24
Reach (all through)	Spr 24
Rivers	Aut 23
Southville	Aut 23
Springwest	Aut 23
Space Studio	12/7/23
St Lawrence	14/6/23
Victoria	17/5/23

## 2: Tue 9:30am

Beavers	Sum 24
Crane Park	Sum 24
Grove Road	Sum 24
Heathland	Spr 24
Hounslow Heath I&N	Spr 24
Hounslow Heath J	Spr 24
Orchard	Aut 23
Oriel	Aut 23
Sparrow Farm	Aut 23
St Mark's	11/7/23
St Michael & St Martin	13/6/23
St Richard's	16/5/23

## 3: Wed 2:00pm

Berkley	Sum 24
Cranford CC	Sum 24
Cranford Primary	Sum 24
Edison	Spr 24
Heston CS	Spr 24
Heston Primary	Spr 24
Lampton	Aut 23
Norwood Green I&N	Aut 23
Norwood Green J	Aut 23
Rosary	12/7/23
Springwell	14/6/23
Westbrook	17/5/23

Aut 23 – Sum 24 Cluster Meeting dates to be published in May 23

## 4: Tue 2:00pm

Alexandra	Spr 24
Chatsworth	Spr 24
Hounslow Town	Spr 24
I&S Boys	Aut 23
Ivybridge	Aut 23
Kingsley	Aut 23
Nishkam (all through)	11/7/23
Spring Grove	13/5/23
Wellington	16/5/23

## 5: Thu 2:00pm

Bolder	Sum 24
Blue School	Spr 24
Green Boys	Spr 24
Green Girls	Aut 23
Gumley House	Aut 23
Isleworth Town	Spr 24
Marlborough	Aut 23
Smallberry Green	13/7/23
St Mary Isleworth	15/6/23
Worple	18/5/23

## 6: Thu 9:30am

Belmont	Aut 24
Brentford Girls	Aut 24
Cavendish	Sum 24
Chiswick	Sum 24
Green Dragon	Sum 24
Grove Park	Spr 24
Gunnersbury	Spr 24
Lionel	Spr 24
Our Lady & St John	Aut 23
St Marys Chiswick	Aut 23
St Pauls	Aut 23
Strand on Green I&N	13/7/23
Strand on Green J	15/6/23
William Hogarth	18/5/23

# Presentation Form Submission Dates: Summer Term 2023

MIP Presentation Forms will need to be submitted two weeks in advance of cluster meetings

Cluster	May	*June	July
1	2 <sup>nd</sup> May 4pm	*7 <sup>th</sup> June 12pm	27 <sup>th</sup> June 4pm
2	1 <sup>st</sup> May 4pm	*7 <sup>th</sup> June 12pm	26 <sup>th</sup> June pm
3	2 <sup>nd</sup> May 4pm	*7 <sup>th</sup> June 12pm	27 <sup>th</sup> June 4pm
4	1 <sup>st</sup> May 4pm	*7 <sup>th</sup> June 12pm	26 <sup>th</sup> June 4pm
5	3 <sup>rd</sup> May 4pm	*7 <sup>th</sup> June 12pm	28 <sup>th</sup> June 4pm
6	3 <sup>rd</sup> May 4pm	*7 <sup>th</sup> June 12pm	28 <sup>th</sup> June 4pm

\*June dates amended linked to LBH summer half term

## SEND Cluster Leads: Names & Contact Details

Cluster	SEND Cluster Lead	Contact
1	Nikita Fernandes	<a href="mailto:Nikita.Fernandes@hounslow.gov.uk">Nikita.Fernandes@hounslow.gov.uk</a>
2	Shaheena Yusuf	<a href="mailto:Shaheena.Yusuf@hounslow.gov.uk">Shaheena.Yusuf@hounslow.gov.uk</a>
3		
4	Katy Luciani	<a href="mailto:Katy.Luciani@hounslow.gov.uk">Katy.Luciani@hounslow.gov.uk</a>
5		
6	Georgie Venn	<a href="mailto:Georgie.Venn@hounslow.gov.uk">Georgie.Venn@hounslow.gov.uk</a>

# Current SEND Landscape

## Mainstream SENDCo Identifies Needs

**Predictable**

**School Unsure**

**Exceptional**

Schools may decide needs are highly exceptional and request an EHC Needs Assessment

School resources used to meet needs within ordinarily available provision (OAP)

Review: Are needs being met? Is there evidence of progress & attainment?  
 Yes No

School continues with current provision and regular reviews

School reaches out to SEND Adviser who may:

- Offer advice/visit, observe and advise
- Facilitate connection with another school
- Allocate a SEND Reviewer
- Offer a review of OAP
- Liaise with the SEND Cluster Lead
- Involve Advisory Teacher
- Other

SEND Adviser determines needs are:  
 Exceptional  
 Predictable

**SEND Cluster Involvement:**  
 Should a school or the SEND Adviser determine needs may be exceptional, the involvement of the SCL will be triggered and the process below will commence

- 1: SCL contacts the school to establish an overview of the level of need/evidence
- 2: Individual cases discussed by SCL/SA/CIL
- 3: SCL informs the school if a request to the MIP is appropriate
- 4a: If no, school provided with advice and next steps by SCL/SA/CIL
- 4b: If yes, school submits a form which is added to the next cluster meeting agenda

- Cluster Meeting**
- Cluster Budget Overview including RAG Rating
  - CPD delivered during the initial meeting of each term (15 minutes)
  - Cases are presented/discussed with decisions made via a vote

## Working with Schools - How will this look?



SEND Cluster Lead Involvement can only be triggered by direct contact from a school or the SEND Adviser

1: SCL contacts the school to establish an overview of the level of need/evidence

2: Individual cases discussed by SCL/SA/CIL

(No) 3: SCL informs the school if a request to the model is appropriate (Yes)

At this stage and linked to needs being highly exceptional, MIP advice to schools may be to request an EHC Needs Assessment

4a: If no, school provided with advice and next steps by SCL/SA/CIL.

School resources used to meet needs within ordinarily available provision (OAP)

Offer advice  
Visit, observe and advise  
Connect with another school  
Allocate a SEND Reviewer  
Offer a review of OAP  
Liaise with the SEND Cluster Lead  
Involve Advisory Teacher  
Other

4b: If yes, school submits a form which is added to the next cluster meeting agenda

Case presented and discussed at cluster meeting

Vote leading to collaborative decision

No:  
Alternative support

Yes:  
Agree to fund

# Identifying MIP Roles and Responsibilities for Schools

## Pre-Submission: SEND Adviser/SEND Cluster Lead

### SEND Adviser (HC)

First point of contact when schools are unsure if a child's needs are predictable or exceptional.

Offers advice or a visit to the setting to complete an observation and/or learning walk to work with and support the school to evaluate its inclusive practice.

Facilitates support and training, including work with other schools and/or services.

Works with schools to review SEND provision and/or allocates a SEND Reviewer.

Provides guidance and support to schools to develop and embed their Ordinarily Available Provision, to ensure the needs of pupils on their roll can be met.

Available to work with schools to review their Ordinarily Available Provision offering supportive advice.

When identifying needs of a child or group of children as exceptional, advises the SCL, so that the SCL can support the school with completing a form to request support.

Ensuring, when appropriate, schools are signposted to the SCL.

[Hannah.Clements@hounslow.gov.uk](mailto:Hannah.Clements@hounslow.gov.uk)

All CYP/Groups whose needs might be appropriately supported by the MIP will initially be discussed by the school with the SCL and/or SEND Adviser as appropriate.

Following these discussions, cases will be reviewed at an agenda planning meeting involving the SCL, SEND Adviser and the Implementation Lead.

Schools will then either be:

- invited to complete a presentation form (**exceptional needs**)
- provided with alternative advice and/or support (**predictable needs**)

### SEND Cluster Leads (NF<sup>1</sup>, SY<sup>2&3</sup>, KL<sup>4&5</sup> & GV<sup>6</sup>)

Schools' first point of contact when a SENDCo has made the decision that needs are exceptional.

Schools' single point of contact when submitting MIP Presentation Forms (Individual & Group)

Works with schools, providing support to differentiate between predictable and exceptional needs.

Coordinate and lead the monthly cluster meetings.

Ensuring, when appropriate, schools are signposted to the SEND Adviser.

Respond to school enquiries relating to MIP systems and processes, offering advice and guidance.

Liaises with SENDCos in the cluster to ensure that all requests for MIP support are appropriate for consideration.

Works closely with all mainstream schools within the cluster to develop an understanding of their context.

Works closely with other SCLs to facilitate and support the sharing of good practice within and across clusters.

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## Guidance to Schools: Submitting MIP Presentation Forms

- Prior to completing a form, schools are asked to contact their SEND Cluster Lead for an informal discussion about each case to **determine the level of exceptional needs**.
- Once a school has completed a form, it **should be sent securely** to the appropriate SEND Cluster Lead's **LBH email address** (see slide 5 above).
- **Forms should not, under any circumstances, be submitted to other email addresses** including the SEND Cluster Lead's home-school email address as these will not be reviewed and will be deleted immediately.
- The SEND Cluster Lead is the **single point of contact for schools submitting MIP Presentation Forms**.
- When submitting a form securely, the subject line of the email should always include: **Cluster Number, SEND Cluster Lead Initials & the name of the school** (e.g. *Cluster 5/KL/Isleworth Town Primary School*).
- Forms received post-submission deadline **will not be considered for the current month's meeting agenda**.
- Schools submitting forms in line with the guidance above will be contacted by their SEND Cluster Lead **within five working days of receipt of the form**.