



Hertfordshire  
**SEND**  
**ACADEMY**

## Education Setting's Training Programme Guide

Academic Year 2025-2026

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**[Send Academy | Hertfordshire County Council](#)**

For enquiries, please email [sendacademy@hertfordshire.gov.uk](mailto:sendacademy@hertfordshire.gov.uk)

| Term     | Session Title   | Dates – Microsoft Teams  |
|----------|---|--|
| Autumn 1 | <p style="text-align: center;"><b>Annual Reviews</b></p> <p style="text-align: center;"><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• What, why and how in Annual Reviews</li> <li>• Ensuring a person-centred approach <ul style="list-style-type: none"> <li>• The new Annual Review form</li> <li>• The Annual Review guidance</li> </ul> </li> </ul>   | <p><b>Wednesday 24<sup>th</sup> September</b></p> <p><b>9.30-11.30am</b></p> |
|          |   | <p><b>Thursday 16<sup>th</sup> October</b></p> <p><b>3.30-5.30pm</b></p>     |
| Autumn 2 | <p style="text-align: center;"><b>Education Health Care Needs Assessment Requests (EHCNAR)</b></p> <p style="text-align: center;"><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• The Statutory Process</li> <li>• What &amp; why surrounding EHCNAR <ul style="list-style-type: none"> <li>• The new EHCNAR form</li> <li>• The Parent Portal</li> </ul> </li> </ul>  | <p><b>Friday 7<sup>th</sup> November</b></p> <p><b>1.30-3.30pm</b></p>       |
|          |   | <p><b>Wednesday 17<sup>th</sup> December</b></p> <p><b>9.30-11.30am</b></p>  |
| Spring 1 | <p style="text-align: center;"><b>The Graduated Approach – Sharing practice</b></p> <p style="text-align: center;"><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• The Graduated Approach</li> <li>• Ordinarily Available/High Quality Teaching <ul style="list-style-type: none"> <li>• Reasonable Adjustments <ul style="list-style-type: none"> <li>• Written evidence</li> </ul> </li> </ul> </li> <li>• Sharing practice throughout and opportunities to share and see what other settings are doing</li> </ul> | <p><b>Monday 12<sup>th</sup> January</b></p> <p><b>3.30-5.30pm</b></p>       |
|          |   | <p><b>Thursday 12<sup>th</sup> February</b></p> <p><b>1.30-3.30pm</b></p>    |

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| Spring 2 | <p><b>Phase Transfers – Myth Busting</b></p> <p><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• What are phase transfers</li> <li>• Timescales and best practice</li> <li>• What to do if you are the setting the CYP is moving from</li> <li>• What to do if you are the setting the CYP is moving to <ul style="list-style-type: none"> <li>• What happens next <ul style="list-style-type: none"> <li>• Q&amp;A</li> </ul> </li> </ul> </li> </ul>  | <p><b>Tuesday 24<sup>th</sup> February</b></p> <p><b>9.30-11.30am</b></p> |
|          |   | <p><b>Wednesday 18<sup>th</sup> March</b></p> <p><b>3.30-5.30pm</b></p>   |
| Summer 1 | <p><b>Access to Education</b></p> <p><b>Coverage</b></p> <ul style="list-style-type: none"> <li>• What is access to education, what does this include (EOTIS, EHE, ESMA, CME, Perm Ex) <ul style="list-style-type: none"> <li>• Poor/low attendance – what settings HAVE to do/be aware of</li> </ul> </li> <li>• Reduced timetables – what settings HAVE to do/be aware of <ul style="list-style-type: none"> <li>• EBSA - Supportive/preventive strategies</li> </ul> </li> <li>• Including key legislation throughout</li> </ul> | <p><b>Friday 17<sup>th</sup> April</b></p> <p><b>1.30-3.30pm</b></p>      |
|          |   | <p><b>Monday 18<sup>th</sup> May</b></p> <p><b>9.30-11.30am</b></p>       |

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| Summer 2 | <p style="text-align: center;"><b>To be confirmed</b></p> <p>Summer 2 does not have a focus at the moment and that is because we want this to be relevant and led by improvement nearer the time, this may be a combination of feedback from training sessions on what else is needed, identified areas of focus through audits or through feedback from a potential Ofsted revisit by this point.</p> | <p style="text-align: center;"><b>Thursday 4<sup>th</sup> June</b></p> <p style="text-align: center;"><b>3.30-5.30pm</b></p> |
|          |  | <p style="text-align: center;"><b>Monday 13<sup>th</sup> July</b></p> <p style="text-align: center;"><b>9.30-11.30am</b></p> |