

Annex A: Section 19 Action Plan – Progress as at May 2025

Action	Lead	Deadline	Progress
Analyse the Ombudsman Report	DDoE	February	Complete
Review all cases	DDoE	March	Complete
Draft action plan	DDoE	March	Complete
Staff training session 1	DDoE	March	Complete 20 March 2025
Appoint interim S19 Officer	DDoE	March	Complete
Set up S19 email inbox	DDoE	April	Complete
Publicise S19 email inbox on the local offer	AD SEND and Inclusion	April	Complete
Set up a process map	S19 officer	April	Draft complete (attached as Annex B)
Revise the medical needs policy	DDoE	April	Complete
Briefing for Headteachers	S19 officer	May	Complete
Consult with schools on the revised policy	DDoE	May	In hand
Consult with other stakeholders on the revised policy	DDoE	June	In hand
Staff training session 2	DDoE	June	Date agreed 4 June
Develop parents guidance	S19 officer	July (ready for new academic year)	
Revised the AEP framework to ensure fit for purpose, value for money and education QA	DDoE	July (ready for new academic year)	In hand.
Agree AEP funding provision	DDoE	July (ready for new academic year)	
Staff training session 3	S19 officer	September	Date to be determined.