



Council for the Registration of Schools Teaching Dyslexic Pupils

Registration and Re-Registration

Checklist of Documentation & Action Required with Registration / Re-registration Form

Please tick the boxes when you have included the requested documentation, we are happy to receive electronic versions of documentation either as email attachments, recorded onto digital media or via a link to internet resource(s).

√	Supporting documentation	
	Section 1. g) i)	Prospectus, including staff list (if this does not clearly show which teachers teach English, then please supply this as a separate item)
	Section 1. g) ii)	Recent inspection reports (Ofsted, Estyn, ISI) where applicable.
	Section 1. g) iii)	Fees and compulsory extras for SpLD pupils (if applicable)
	Section 2. b) / c)	Staff Handbook - preferably in digital format as these documents tend to be very large. Include at least Policy for SEN/SpLD, Support from Senior Management Team and Governors (where applicable), Admissions Policy, Identification and Assessment and any other documents the school considers relevant.
	Section 4. d)	Two examples of provision maps/IEP/ILPs (or equivalent) <u>or</u> two brief case studies of SpLD children in the school
	Section 6. d) i)	SEN Development Plan (or equivalent)
	Section 6. d) ii)	Timetables of teachers or teaching assistants for SpLD, but not the whole school/all staff
	Section 6. d) iii)	List of the names of all known SpLD pupils in the school
	Completed Application Form also sent by email to admin@crested.org.uk	
√	The experience of parents regarding the school, in particular, its response to SpLD pupils	
	Section 8. a)	ACTION: Send out CReSTeD's explanatory letter to parents of all known SpLD pupils in the school informing them of the visit and seeking their permission to give their contact details to the consultant.
	Section 8. a)	Compile the list of contact details of parents that have agreed to be contacted by the consultant and pass on to the CReSTeD Administrator. The consultant will randomly select names from the list to discuss their experiences as parents in relation to the school prior to the visit.

Documents to be available on the day of the consultant's visit

- Results of tests and assessments of dyslexics after admission for last 3 years.
- Certificates of specialist qualifications for all teachers listed within section 7. Alternatively, a document signed by the head certifying that he has seen all the original documents.
- Department policy documents for Mathematics and English.
- Consultants may ask for other documents to be available on the day of the visit, this will be communicated to the school in advance, for example, lessons plans.
- Most schools very kindly make a room available for the consultant(s) where this is not possible suitable arrangements need to be made.