

HOW TO ACCESS YOUR CHILD'S SEND SUPPORT PLAN OR PASSPORT

www.edukeyapp.com/parent/login



2. Add in your email address that you'd like to link to the account

1. Click "I don't have an account yet"

**4. Enter the access code given to you by school.
This is unique to your child, but can be used by multiple parents/carers.**

3. Confirm the email

5. Complete the form with your name and a password of your creation.

6. Click "Login"

The screenshot shows the 'Access parent account' login page. It features a teal header with the 'Provision Map' logo. The main form area is white and contains several input fields. Arrows from the numbered instructions point to the following elements: 1. The 'I don't have an account yet' radio button. 2. The 'Confirm your email address' input field. 3. The 'Confirm your email address' input field. 4. The 'Access code' input field. 5. The 'Your name' and 'Password' input fields. 6. The 'Login' button at the bottom of the form.

If you have more than one child with a SEND Support Plan, if you have their access code, you will be able to add them to your account.

The "Messages" section is where you will see when forms have been completed/referrals made as a chronology. We ask that parents/carers still communicate via parents@ or senco@ rather than through Edukey.

SEND support plan review process

When a child reaches stage 4 of our graduated response, they will be added to the SEND register and will be in receipt of a SEND support plan (SSP) which captures their strengths and needs and also gives specific SMART targets to support progress. Children with EHCPs will have SSPs to break down their end of key stage outcomes as short-term targets.

SSPs are reviewed by teachers in **early February**. Parents are then invited to review them through Edukey Provision Map. Revised SSPs available from **end of February** on Edukey. They can also be discussed during our spring parent consultations.

SSPs are reviewed by teachers in **mid October**. Parents are then invited to review them through Edukey Provision Map. They can also be discussed during our autumn parent consultations. Revised SSPs available from **early November** on Edukey.

SSPs are reviewed by teachers in **mid May**. Parents are then invited to review them through Edukey Provision Map. Revised SSPs available from **early June** on Edukey.



Pupil Passports updated prior to transition - a document on Edukey that captures specific strategies or resources from the Ordinarily Available Provision but not targeted support.

2026-27 DEADLINES

<u>SSP Review</u>	<u>New SSP</u>
9th Oct	6th Nov
5th Feb	26th Feb
21st May	11 June

SEND Graduated Approach Stages



Pupil Passports

Pupil Passports are a one-page profile of a child whose needs don't require targeted intensive support but there are specific elements of the ordinarily available provision (specific resources, strategies) that work well for them in particular. This is stage 3 of our graduated response. It can also be used for children stepping down from SEND support and are still monitored by the SENCO.

Parent/Carer: How to add comments to a reviewed SSP

Learning Plans & Provision Maps
Provision Map

Access parent account

Email address

☐ I already have an account

Password (not access code)

☐ I don't have an account yet

Log In

Forgot your password? Click here to reset.

edukeyapp.com/parent
Click on "I don't have an account yet" and use the unique code for your child given to you by school.

ASHLEY SEND Learning Plan (The Good Shepherd Trust) for (Otter)

Pupil information

SEN Stage

Date of birth

Tutor group

Year group

Teacher

Mrs Louise Athersuch

Start date

6/10/2025

Review date

4/1/2026

Plan number

1

One Page Profile

What I am good at:

What is important to me:

What people like about me and what I like about myself:

You will see their SEND Support Plan. If it is empty, please contact school.
Click on reviews.

PUPIL INFORMATION

ONE PAGE PROFILE

AREA OF NEED

ADDITIONAL ASSESSMENT TOOLS USED

CONDITION AND LEARNING

COMMUNICATION AND INTERACTION

REVIEWS

SOCIAL, EMOTIONAL AND MENTAL HEALTH

PHYSICAL AND SENSORY

PLAN, DO, REVIEW: CYCLES OF SUPPORT

COMMENTS

My Needs

Strategies to support my need

Review

Date

6/10/2025

Reviewing Teacher

Actions

View review

Social, Emotional and Mental Health

Information in this section should be reviewed and added to over time, as more is learned about the child or young person's strengths and areas of need.

My Strengths

My Needs

Strategies to support my need

Physical and Sensory

Information in this section should be reviewed and added to over time, as more is learned about the child or young person's strengths and areas of need.

My Strengths

My Needs

Strategies to support my need

Plan, Do, Review: Cycles of Support

Information in this section should be reviewed and added to over time, as more is learned about the child or young person's strengths and areas of need.

Area of Need Termly Targets Desired Outcome Strategies

View the review of the targets set and reviewed by the teacher. You should be able to add in your own comments about your child's progress.

Once reviewed, the teacher will be setting revised or new SMART targets in line with their areas of need.

Please add your comments prior to the SSP deadline if you can so that teachers may take your views into consideration.

You can also print off a plan.

Review date:

6/10/2025

Reviewed by:

Area of Need	Termly Targets	Desired Outcome	Strategies/Provision	Outcome	Notes
Comprehension	Be able to recall the letter names of the alphabet	Observed on 6 occasions	Visual display Letter games and songs	+1 — More than expected	

Review summary

Parental comments

Save

CARE CHALLENGE EXPLORE



Parent/Carer: How to download a passport

Pupil Passport - One Page Profile for **pupil name**

Stage:

Date of birth:

Tutor group: Year group: House:
 Teacher: Date:
 Mrs Louise Atkinson 22/9/2020

Custom fields

Pupil passport tiles

I would like you to know that:
 This is where you add what's important to the pupil
 What do they like?
 Important that pupil voice is heard here

It would help me if you could:
 Keep the strategies or provision clear
 Easy to read
 Audience is adults that need quick ways to support

Additional Documents:
 Specific reports (please date them) like ADHD, dyslexia

I find it difficult to:
 Identify the barriers clearly

I will help myself by:
 How will the child advocate for themselves
 How are they involved in their support

Previously on SEND Register? (Yes/No)

Comments

Messages

Louise Atkinson 31/10/2024 12:29 This is a test.

Louise Atkinson 31/10/2024 12:30 This is where we would add our thoughts on child's progress.

Leave a comment:

All comments will be shared with all involved parties

Download Passport - One Page Profile

Click this button (not available on mobile version) to download the Passport or Plan as a PDF for you to share with family members or club leaders for example, so that they understand how to help your child.

Messages section is used as a chronology to communicate when referrals are made etc. Please use parents@ or senco@ to receive a reply.

CARE CHALLENGE EXPLORE

