

AUTOMATION PROJECT

EXAMPLE

Project Name: Improving SEND Annual Review Monitoring and Compliance

Project Manager: AI Apprentice

Project Date: Summer Term

Project Overview

This project improves the tracking and coordination of SEND annual reviews by reducing reliance on manual spreadsheets and email reminders. It introduces automated milestone alerts, documentation tracking and compliance dashboards to strengthen statutory oversight and reduce administrative burden.

Scope

- Review existing SEND review processes
- Automate reminder notifications
- Build leadership compliance dashboard
- Ensure GDPR-compliant data handling
- Provide staff guidance and onboarding support

Success Metrics

- Estimated 60+ hours annual administrative time saved
- Clear audit trail for inspections
- Reduction in manual spreadsheet duplication
- Reduction in missed statutory deadlines
- 100% annual review deadlines tracked

Objectives

- Map the current annual review workflow
- Introduce automated deadline reminders
- Create secure review status dashboards
- Standardise documentation tracking
- Strengthen audit trail and accountability

Key Stakeholders

- | | |
|--------------------------|---------------------------|
| ✓ SENDCo | ✓ Safeguarding Lead |
| ✓ Senior Leadership Team | ✓ School Business Manager |

Target Audience

SEND teams and senior leaders responsible for statutory compliance and pupil provision.

Project Outcome

- ✓ Improved statutory compliance monitoring
- ✓ Reduced risk of missed deadlines
- ✓ Measurable administrative time savings
- ✓ Strengthened inspection readiness