

ST. PETER'S CATHOLIC PRIMARY SCHOOL



Special Educational Needs and Disabilities (SEND) Policy

Section 1: Main Contact Details and Policy Key Dates

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Section 2: Our School Profile

St Peters Catholic Primary School is a mainstream Catholic Primary School that caters for children from 4 years to 11 years. We are a one form entry school which is made up of 7 classes from Reception (F2) up to Year 6.

Here at St Peter's Catholic Primary School, we recognise and value the special individuality of each and every child. We endeavour to work in conjunction with parents and agencies to ensure that the children also appreciate their individual qualities and reach their full learning potential.

Section 3: Legislative Compliance

3.1 This policy complies with the statutory requirement laid out in Paragraph 3.66 of the SEND Code of Practice 0 – 25 July 2014. It also meets the requirements of the Statutory Instrument: Special Educational Needs (Information) Regulations.

This guidance is for staff, parents /carers, children and practitioners across education, health and care agencies. It is written with reference to the following further guidance and documents:

- Part 3 of the Children and Families Act 2014 and SEND Code of Practice January 2015
- Equality Act 2010, subsequent updates and DfE advice for schools, February 2013
- Statutory Guidance on Supporting pupils at school with medical conditions, December 2015
- Education Inspection Framework September 2019, with the subsequent updates
- Teachers Standards 2012
- National Inclusion Statement
- Relevant Curriculum frameworks/ document (National curriculum, EYFS framework, etc.)

3.2 Our school has separate policies in place for: Safeguarding, Disability and Access, Children in Care and Anti-Bullying.

3.3 Our SEND Information Report sets out how we are implementing our SEND Policy and meeting our duties under the Equality Act 2010.

3.4 The Department for Education has published a Guide for Parents on the SEND Code of Practice which can be accessed at:

<https://www.gov.uk/government/publications/send-guide-for-parents-and-carers>

Section 4: Our School Values

- We celebrate our children's strengths, qualities, interests and individuality to ensure they feel valued and respected.
- We have high expectations and aspirations daily for all our children.
- The views, wishes and feelings of our children are highly important to us.
- We work positively and proactively with parents/carers and others involved ensuring the best outcomes for our children.
- All our children are entitled to a broad, balanced and relevant education and to feel secure, safe and valued.
- All children are encouraged to participate in the life of our school.
- All our teachers are responsible for the progress and development of all children.

Section 5: Our Aims and Objectives of our approach to SEND

We aim to:

- Meet statutory duties.
- Put our school values into practice every day to ensure we provide the best possible education for our children.
- Use our best endeavours to achieve maximum inclusion and success for all our children.
- Encourage high levels of participation from children, parents and carers.
- Have a clear focus on steps toward positive life-long outcomes.

Our Objectives are:

- To work in partnership with families and others involved in the care of children in our school.
- To promote children's self-esteem and emotional health and well-being and help them to form and maintain meaningful relationships based on respect for themselves and others.
- To sustain a "whole child, whole school" approach to the co-ordination and provision of support for special educational needs.
- To deploy effective support staff whilst acknowledging that additional intervention and support cannot compensate for a lack of good quality teaching.
- To provide adapted, personalised and motivating learning opportunities building on each child's strengths and interests.
- To identify needs, particularly of vulnerable and disadvantaged children, at the earliest opportunity, meet their needs, and review their progress regularly.
- To make every effort to narrow and close the gap in achievement between vulnerable and disadvantaged children and their peers.

- To develop and support the role of Special Educational Needs Coordinator (SENCO) who will work within the SEND Policy, and in turn provide support and advice for all staff working with children with SEND.
- To map provision across our school to ensure that staffing deployment, full training, resource allocation and choice of intervention is leading to good learning outcomes for all.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable and disadvantaged learners.
- To keep up to date with the provision and services set out in the Local Authority's Local Offer to maximise mainstream universal services and funded targeted and specialist provision and services.
- To always work in the best interests of the child alongside our responsibility to ensure the effective and efficient use of public resources.

Section 6: Definitions of SEN and of Disability

A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. A child of compulsory school age or a young person has a learning difficulty or disability if he or she;

- Has a significantly greater difficulty in learning than the majority of others of the same age, or;
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

Special educational provision is educational or training provision that is additional to or different from that made generally for others of the same age. This means provision that goes beyond the adapted approaches and learning arrangements normally provided as part of high quality, personalised teaching.

Children may be identified as having long term and significant SEND if they are not making adequate progress despite high quality, adapted Quality First teaching and all relevant and purposeful interventions and strategies being in place.

Communication and Interaction (C and I)

Children with speech, language and communication needs (SLCN) have difficulty in communicating with others. They have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children with Autistic Spectrum Condition (ASC), formerly including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction.

They may also experience difficulties with language, communication and imagination, in addition to misunderstanding many of the methods by which people communicate on a social level. They may also have sensory issues which can impact on the way in which they understand and engage with the school environment. All of these factors can impact on how children with these challenges relate to others.

Cognition and Learning (C and L)

Support for learning difficulties may be required when children learn at a slower pace than their peers, even with the right level of differentiation. Learning difficulties cover a wide range of needs, including:

- Moderate learning difficulties (MLD), where support may be needed across the curriculum, with possible associated difficulties in speech, language, concentration, following instructions, social skills, independence and accessing their environment.
- Severe learning difficulties (SLD), where support may be needed in all areas of the curriculum and with mobility and communication as a result of significant cognitive impairments.
- Profound and Multiple learning difficulties (PMLD), where children are likely to have severe and profoundly complex learning needs in addition to a possible physical disability, sensory impairment and/or severe medical condition(s).
- Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as cystic fibrosis.

Social, emotional and mental health difficulties (SEMH)

Children and young people may experience a wide range of social and emotional difficulties which are noticeable in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder (AD). Any concerns relating to a child or young person's behaviour should be described as an underlying response to a need and the category of behavioural, emotional and social difficulties (BESD) is no longer a type of SEND.

The Department for Education (DfE) has published Guidance on managing pupils' mental health and behaviour difficulties in schools.

<https://www.gov.uk/government/publications/mental-health-and-behaviour-in-schools--2>

Sensory and/or physical needs

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time.

Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to

access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties.

Some children and young people with a physical disability (PD) require additional on-going support and equipment to access all the opportunities available to their peers. This could be to support either the fine or gross motor skill development, or be a combination of the two.

Difficulties which may not be related to SEND

Some children in our school may not be making Age Related Expectations, which may be caused by a poor early experience of learning, but will not necessarily have a special educational need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put in place to help these children 'catch up'.

Difficulties related solely to difficulties in English as an additional language are not SEND. We assess all aspects of a child's performance in different areas of learning and development to establish whether lack of progress is due to their poor understanding of English or if it arises from SEND or a disability.

The following concerns may impact on a child's progress and attainment but are not in themselves indicators of SEND:

- Attendance and Punctuality
- Health and Welfare
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Service Person

Disability

The definition of disability under the Equality Act 2010 is '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'.

This definition provides a relatively low threshold and includes more children than may be expected: 'long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'.

This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and those with SEND. Where a disabled child or young person requires special educational provision, they will also be covered by the SEND definition.

Section 7: Graduated approach to identifying if a child requires SEND Support **(Linked to SEND Information Report)**

Whole school general Identification and Assessment when at Quality First Teaching level of support

All our children's needs are identified and met as early as possible through:

- Quality First Teaching provision, using differentiated approaches and personalised learning arrangements with relevant and purposeful interventions and strategies in place which are available to all
- The school follows the 'St Peter's SEND Journey' document to ensure early and clear identification and support for children's needs and any concerns raised by teachers or parents. This includes: observation, assessment, target setting and monitoring arrangements (cycle of assessment, plan, do and review)
- listening to and following up parental and carer concerns, views, wishes and feelings
- listening to and considering the child's views, wishes and feelings
- the analysis of data including baseline assessments and end of Key Stage achievement to track individual children's progress over time
- reviewing and improving teachers' understanding of a wide range of needs and effective strategies to meet those needs
- liaison with schools and other settings on phase and in year transfer
- using the information, resources and training as provided through Doncaster's Graduated Approach for SEND and additional needs, including that provided by services across education, health, care and the voluntary sector.

At St Peter's Catholic Primary School, we use various assessment tools to ensure that every child is accessing the most appropriate learning whilst maintaining the highest expectations for that individual. This is supported using the 'B Squared' Assessment Management system for any child with SEND who is working below the expected standard. This allows the staff working with the SEND pupil to feedback to parents, detailing specific steps of progress as well as breaking down a pupil's next steps in each Area of Learning or each discrete subject.

General provision for all children using core school funding

(This is across Quality First Teaching and, in Doncaster, support defined as the Universal and Universal Plus levels of support)

- All children will have access to well-differentiated, Quality First Teaching enhanced, where appropriate, through low level, short-term interventions. Class teams have secure subject knowledge, building upon previous learning to enable children to remember long-term content, adapting their teaching as necessary. Staff have high expectations and aspirations for all.
- All children may need access to very time-limited support, additional to Quality First Teaching, to address misconceptions during learning or as reinforcement of

skills. Opportunities include same-day interventions and booster groups. Children who are consistently attending these sessions should be closely monitored and raised as possibly having underlying needs. In Doncaster, this is known as the Universal Level of Support.

- Those children for whom concerns may have been raised by either the school or the family will be monitored by the class team. It may be judged that the child may require time-limited support in addition to inclusive Quality First Teaching in order to secure effective learning and increase their rate of progress. A specific programme of intervention to address a particular gap in learning or a need as a result of a particular experience will be introduced over a specified period of time. Staff will observe the impact of this support and gather enough evidence to have a consistent impression over time. In Doncaster, this is known as the Universal Plus Level of Support.
- Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.
- Children who are underachieving will have been identified as needing to make accelerated progress but will not necessarily be children with SEND.

Examples of Curriculum Access and Provision

(This is across Quality First Teaching and, in Doncaster, support defined as the Universal and Universal Plus levels of support)

Where children are underachieving and/or identified as having high incidence (low need) special educational needs, our school meets these additional needs in a variety of ways. We assess the appropriate level of Graduated Approach support by trialling a combination of approaches to address targets identified for individual children.

We use a combination of approaches to address targets identified for individual children.

- Teachers adapt learning activities as part of quality first teaching
- Preparation for new learning experiences and vocabulary development
- Low level, short term, evidence-based intervention programmes
- Targeted additional adult group and, where appropriate, individual support
- Bilingual support/access to materials in translation
- using the information, resources and training as provided through Doncaster's Graduated Approach for SEND
- Differentiation of curriculum resources
- Lunchtime and after school learning support club
- SMART short-term outcome setting
- Booster intervention groups
- Emotional care, friendship and support groups
- Co-ordination and handwriting support groups
- Support to participate in the life of the school
- SEND specific opportunities: e.g. SEND Sporting events.

Monitoring and Evaluation of progress

(This is across Quality First Teaching and, in Doncaster, support defined as the Universal and Universal Plus levels of support)

We constantly monitor the progress of all children. This enables us to quickly identify those children who are underachieving and those who have high incidence (low need) special educational needs. We use a combination of approaches to monitor and evaluate the progress of individual children.

- Headteacher's report to Governors
- Ongoing assessment of progress against targets and expected outcomes
- B Squared SEND Assessment Management system
- Work sampling and moderation
- Scrutiny of planning and level of differentiation and use of classroom resources – e.g. use of 'widgit symbols'; class / individual visual timetables
- Informal feedback from all staff
- Child and parental questionnaires and conversations
- Pupil progress tracking using assessment data (whole-school processes)
- Attendance records and liaison with Education Welfare Officer (EWO) where appropriate
- Regular meetings about children's progress between teachers and the head teacher

Additional SEND Support provision, monitoring and review using the school's delegated additional needs funding

(In Doncaster, this is defined as the Targeted level of support)

Following a monitoring process and after an appropriate period of time, if a child is requiring substantial 'additional to or different from' support, they may need to move to SEND Support. In line with the school's 'St Peter's SEND Journey', a meeting will be held with the parent, carer or family to discuss the child's placing onto the SEND Register. The Children and Families Act 2014 and the SEND Code of Practice 2014 (updated 2015) has introduced SEND Support to replace School Action and School Action Plus from September 2014.

In addition to the identification, assessment, provision and monitoring for all children, our approach to SEND Support is as follows:

- Additional SEND support will be in place when a child's needs require intervention which is "additional to" or "different from" the well adapted curriculum offer;
- We will use the latest Local Authority's guidance on SEND Descriptors;
- Our SEND Support Plans (SSPs) will state the child's needs and difficulties and how they will be supported to move forward with learning and wider outcomes;

- We will agree short term outcomes towards a Golden Thread of medium and longer term outcomes which are recorded on an SSP;
- Our SSPs will have specific short-term outcomes;
- Children will have short term outcomes they can understand;
- Outcomes will address the underlying reasons why a child is having difficulty with learning;
- Outcomes for an SSP will be arrived at through:
 - discussion, wherever possible, with families, teachers, support staff and the child
 - discussion with other practitioners as appropriate
 - classroom observations by the school's Special Educational Needs Co-ordinator (SENCo) and senior leaders;
- Our SSPs will be accessible to all those involved in their implementation – children should have an understanding and 'ownership' of their SSP;
- Our SSPs are a planning, teaching and reviewing tool which enables us to focus on particular areas of development for children with special educational needs. They are seen as working documents which can be constantly refined and amended;
- Reviews with families will be at least 3 times each academic year, depending on the complexity of the need and the outside agencies involved – noting the importance to allow sufficient time for interventions to be delivered and their impact monitored;
- Our SSPs will be time-limited – at the review, there will be an agreed “where to next?”;
- Our SSPs will be based on informed assessment and will include the input of any appropriate outside agencies particularly where concerns are around significant needs.

Where the child's class teacher, SENCo and family agree that the child has made good progress, it may be appropriate for needs to be met through effective class-based strategies, resources and whole school interventions and assessment. In this instance, the child would no longer be recorded as being in receipt of SEND Support. They would then be monitored through a lower-level of the Graduated Approach.

Every school has a whole school, financial-year, annual budget made up of core funding per child on roll at a point in time. The school receives an annual SEND Notional budget which is calculated based upon a formula agreed by schools locally each financial year. This is known as the 'Element 2 Funding' or the 'SEND Notional Funding'. The school is responsible for directing this Funding towards any child on the SEND Register in order to meet their individual and specific needs *up to* £6,000 per year for each individual child. This amount of funding will only be allocated to children with this level of need – not all children at SEND Support level will require this amount of funding.

The whole school provision map of the Element 2 Funding enables us to:

- plan strategically to meet children's identified needs and track their provision;
- audit how well provision matches need;
- recognise gaps in provision;

- highlight repetitive or ineffective use of resources;
- cost provision effectively;
- demonstrate accountability for financial efficiency;
- demonstrate to all staff how support is deployed;
- inform families, the Local Authority, external agencies and Ofsted about resource deployment;
- focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation

Section 8: Request for statutory education, health and care assessment

For some children with SEND at SEND Support (Doncaster's Targeted Level of support), despite the school, family and a multi-agency approach working collaboratively to put in place all relevant and purposeful interventions and support, expected progress is not made. They may require significant amounts of 'additional to and different from' provision in order to secure effective learning and increase the rate of progress. At this point, in Doncaster, this is recognised through defining this as the Specialist Level of Support of the Graduated Approach for SEND.

External agencies, particularly an Educational Psychologist, will already have been involved in discussing, assessing the child and/or contributing to their provision. Regular, multi-agency meetings will be held to coordinate provision.

When specialist equipment or a high level of staffing support is required to support a child with SEND, our school will fund this as part of additional SEND support up to £6,000 per year for each individual child. Children with no SEND but with a disability under the Equality Act definition may need equipment provided as a reasonable adjustment as long as this is not cost prohibitive. Specialist equipment and expertise in relation to its use will be purchased/hired/ commissioned by the school from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our school will, wherever possible, join with other schools in joint purchasing/hire of equipment.

For some children additional provision and support will need to be deployed for the longer term in order to meet their needs and planned outcomes effectively. A multi-agency meeting will discuss if it is appropriate to submit a request to the Local Authority to consider whether a statutory assessment of education, health and care needs is necessary. Advice will be sought from the LA's SEND Team before a request is submitted. If accepted for Assessment, the process will take 20 weeks from the date received by the Local Authority, at which point, a conclusion will be reached.

Section 9: Education Health and Care Plan

Children with an Education, Health and Care Plan will have access to all arrangements for children in receipt of SEND Support. In addition to this, those with an Education, Health and Care Plan will have an Annual Review of their Plan.

The progress of children with an EHCP will be formally reviewed at an Annual Review. This process will take place with the child and family voice included. Supplementary or early reviews may be called if required.

Our review procedures fully comply with those recommended in Section 6.56 and 9.173-6 of the Special Educational Needs Code of Practice January 2015.

Section 10: Management of SEND within our school

The Head teacher and the Governing Body have delegated the responsibility for the ongoing implementation of this SEND Policy to our Special Educational Needs Coordinator (SENCo). The SENCo is responsible for reporting regularly to the Head teacher and the Governor with responsibility for SEND on the ongoing effectiveness of this policy. The Designated Teacher for Looked After Children has strategic responsibility for the inclusion of children who are adopted or in local authority care and will work in close partnership with the SENCo where a child may also have SEND.

All staff in school have a responsibility for maximising the achievement and opportunity of vulnerable and disadvantaged learners. All staffing appointments to support any vulnerable or disadvantaged child will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

The role of the SENCo is to support the class teacher in planning for children with SEND. The school provides training and support to enable all staff to improve the teaching and learning of children, including those with SEND. Whole school training will be delivered on SEND issues, including communicating changes to SEND Policy and Writing Outcomes in SEND Support Plans, with training on specific strategies for each of the four Broad Areas of SEND Need. Further training is planned across the academic year. This year we will be supported through the PINs project (The Partnership for Inclusion of Neurodiversity in Schools). The focus of the project is on innovation, drawing on specialist skills from across the local area to deliver whole school approaches that meet the needs of neurodivergent children. This will be centred around children, parents, families and the whole school staffing team. Emphasis has been placed on ensuring a consistency of approach across the School for those children on the SEND Register.

Individual Class Teachers and Teaching Assistants attend training courses or invite trainers into school to deliver training presented by outside agencies that are relevant to the needs of specific children in their classes.

The SENCo attends the Local Authority's termly SENCo Network Meetings and will attend any relevant training and courses in order to update the school with changes and developments in SEND. The SENCo is also part of the Central SEND Pyramid, attending the termly meetings alongside the Educational Psychology Service.

The SENCo will liaise with Teaching Assistants to disseminate information and train individual members or groups of staff if necessary to help respond to the particular needs of individual children.

The Headteacher (Mrs C Young)

The Headteacher is responsible for monitoring and evaluating the progress of all children and for making strategic decisions which will maximise their opportunity to learn

Special Educational Needs Co-Ordinator (SENCo) (Mrs H Fitzsimons)

Our SENCo will:

- Be a qualified teacher working at our school.
- Strategically support the quality of teaching, evaluate the quality of support and contribute to school improvement
- Maintain and analyse our whole-school provision map for vulnerable and disadvantaged children, including via the individual provision maps for each child
- Identify on the provision map those children requiring SEND support from the school's delegated budget, children in receipt of High Needs funding and with Education Health and Care Plans
- Co-ordinate provision for children with SEND
- Liaise with and advise teachers and other classroom/ targeted support staff
- Manage the records on all children with SEND, and those being monitored for concerns around possible underlying difficulties
- Liaise with families of children with SEND, in conjunction with class teachers
- Contribute to the in-service training of staff as part of the school's development plan and annual schedule of continuous professional development
- Review and revise learning and wider outcomes on SSPs
- Co-ordinate multi agency meetings and statutory Annual Reviews for children with an Education Health and Care Plan or comply with requests to participate in meetings led by other lead practitioners
- Ensure effective and timely transition arrangements for children moving into and out of our school
- Evaluate regularly the impact and effectiveness of all additional interventions for children with SEND

- Follow Local Authority guidance and procedures when it is considered that a child with significant and long term SEND may require significant support through statutory processes
- Attend SENCo network meetings and training as appropriate
- Liaise with the school's governors, keeping them informed of current issues regarding provision for children with SEND
- Liaise closely with a range of outside agencies to support vulnerable learners

Classroom teachers

Teachers are responsible for the four stages (assess, plan, do, review) of action with the support and guidance of the SENCo and specialist staff.

Our teachers will:

- Focus on outcomes for every child and the outcome wanted from any SEN support.
- Be responsible for meeting special educational needs under the guidance of the SENCO and Head teacher.
- Have high aspirations for every child setting clear progress targets.
- Involve parents and the child in planning and reviewing progress: sharing information, seeking their views and providing regular updates on progress.

Classroom teaching assistants (TAs)

- TAs are part of our whole school approach to SEN working in partnership with the classroom teacher and the SENCo.
- They deliver high quality interventions planned alongside the class teacher to ensure maximum progress for our children.
- TAs are part of a package of support for the individual child, but are never to be used a substitute for the teacher's involvement with that child.

Section 11: Working in partnership with parents

Our school aims to work in partnership with parents and carers. We do so by:

- working effectively with all other agencies supporting children and their parents;
- giving parents and carers opportunities to play an active and valued role in their child's education;
- making parents and carers feel welcome;
- encouraging parents and carers to inform school of any difficulties they feel their child may be having or other needs their child may have which need addressing;
- instilling confidence that the school will listen and act appropriately;
- focusing on the child's strengths as well as areas of additional need;

- allowing parents and carers opportunities to discuss ways in which they and the school can help their child;
- agreeing targets for all children, in particular, those not making expected progress and, for some children identified as having SEND, involving parents in the drawing-up and monitoring progress against these targets;
- keeping parents and carers informed and giving support during assessment and any related decision-making process;
- making parents and carers aware of sources of information, advice and support;
- providing all information in an accessible way for parents with English as an Additional Language;
- producing a SEND Information Report that will be published on the school website; and
- publishing information about the Pupil Premium (expenditure & impact) on the school website.

Section 12: Involving our children

Children have the right to be involved in making decisions and exercising choice. In most lessons, all children are involved in monitoring and reviewing their individual progress through the use of layered targets. We endeavour to involve all children fully by encouraging them to:

- Share their views about their education and learning;
- Identify their own needs and learn about learning;
- Share in individual outcome setting across the curriculum so that they know what their short-term outcomes are and why they have them;
- Self-review their progress and set new short-term outcomes;
- To be involved with the recording of interventions in the SEND Intervention Books (these are used for each child on the SEND Register). These Books are used by each class team to record the ongoing progress made towards the short-term outcomes set at the last SEND Support Plan meeting;
- Monitor their success at achieving the short-term outcomes on their SEND Support Plan
- Create a One Page Profile of their likes, dislikes, family, friends, strengths, needs and aspirations for their future.

Section 13: Supporting pupils at school with medical conditions

Some children in our school have medical conditions that require care and support to enable full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Having a medical condition does not automatically mean that a child has a SEND and requires a SEND Support Plan. For these children, their medical needs will be recorded through a Healthcare Plan.

Some children, however, may also have special educational needs and disabilities (SEND) or may have an Education, Health and Care Plan which brings together health and social care needs, as well as their special educational provision.

Section 14: Effective Transition

- For all children, we will ensure early and timely planning for transfer into our school, within our school year groups and onto the next phase of education.
- During the year in which children are due to change school, transition meetings and class transition days for all children are held and arrangements discussed. For children with SEND this may include additional familiarisation visits, buddy bonding activities, parental/carer visits to our school or other reasonable adjustments in addition to normal arrangements for all children.
- When children are due to leave our school, they and their parents will be encouraged to consider all options for the next phase of education. We will involve outside agencies, as appropriate, to ensure information is impartial, comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- We will discuss transition needs of all children with Statements of SEND or an Education Health and Care Plans at their statutory Annual Reviews.
- For children with an Education Health & Care Plan in transition years, the SENCO will also attend any Annual Reviews for the children at their feeder school if invited.

Arrangements for specific transitions:

We recognise that transitions can be difficult for a child with SEND, and we take steps to ensure that any transition is as smooth as possible.

If your child is joining us from another school:

- The SENCo will attend Annual Reviews when appropriate and invited.
- Your child and parents or carers will have the opportunity to view the school and meet some of the staff and the new class.
- Information about your child will be requested.

If your child is moving to another school:

- We will contact the school SENCo and ensure he/she knows about any special arrangements or support that need to be made for your child.
- Where possible, a planning meeting will take place with the SENCo from the new school.
- We will make sure that all records about your child are passed on as soon as possible.

When moving classes in school:

- Information will be passed onto the new class teacher in advance and in most cases, a planning meeting will take place with the new teacher.
- SEND Support Plans will be shared with the new teacher.
- Pupils will have the opportunity to be taught by their new teacher in their new class before the end of the previous year.

In Year 6:

- The SENCo and Year 6 teacher will discuss the specific needs of your child with the liaison teachers from your child's secondary school (typically the Head of Year 7).
- The SENCo will meet with the SENCo or SEND Teams of the secondary schools when passing on records and documents. An overview document is made for each child.
- If your child has an EHC Plan, the SENCo from your child's next school will be invited to the Year 5 and Year 6 Annual Review meetings.
- Your child will participate in focused learning relating to aspects of transition, to support their understanding of the changes ahead.
- Where possible, your child will visit their new school on several occasions, and in some cases, staff from the new school will visit your child in this school.

Section 15: Admission Arrangements

No child will be refused admission to school on the basis of his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision (see Admission policy for the school).

Section 16: Exam Access arrangements

At the end of KS2 applications for access arrangements will follow the DfE Guidance. Access Arrangements are trialled throughout the academic year to assess the most effective ways to enable children to communicate their knowledge in tests and assessments. These Arrangements are recorded on the child's SEND Support Plan and also in the class teachers' Assessment Portfolios. These are records made over time to demonstrate that this is the typical practice and that these Access Arrangements are familiar when taking formal assessments.

Section 17: Storage of records

Children currently on the School's SEND Register have their documents and records stored in a locked cabinet in a secure area. These documents are stored for the duration of time the child is on roll at school. They are then transferred to the child's new school or setting as outlined in Section 13. Children also have SEND information stored online on the school's CPOMs system. When leaving the school, these logs will be electronically transferred if possible, or a copy will be printed and sent alongside the child's paper file. The CPOMs log is removed from the school system when a child leaves the school.

Those children who have been removed from the SEND Register due to no further concerns and progress which is expected in-line with their peers, have their records transferred to the SEND locked cabinet, again stored in a secure area. When the child is ready to move into their next setting, the SENCo of the new school is informed that documents are available.

The school follow the current requirements of storing documents for the length of time until the child/young person reaches 25 years of age. The school has a number of historical documents on former pupils. These records will continue to be stored until the individual reaches 25 years of age. At this point, the documents will be destroyed confidentially.

Section 18: Complaints

If there are any complaints relating to the provision for children with SEND these will be dealt with in the first instance by the class teacher and SENCo, then, if unresolved, by the Head teacher. The Chair of Governors may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the general Governors complaints procedure (see separate Complaints Policy).

Section 19: Other key members of staff in our school

Name of Designated Teacher with specific Safeguarding – Mrs C Young (Headteacher)

Name of member of staff responsible for managing PPG/LAC funding – Mrs C Young (Headteacher)

Name of member of staff responsible for managing the school's responsibility for meeting the medical needs of pupils – Mrs C Young (Headteacher)

Section 20: Links with Other Services

All services contribute to Doncaster's SEND Local Offer. This website is regularly updated and has all contact details and information regarding these services. Effective working links are maintained with: Local Authority Provision delivered in school:

- SEND Team – offering support and advice to both the School and families
- Autism Outreach Service (ASCETS – Autism and Social Communications Education and Training Service)
- Education Psychology Service
- Sensory Services for children with visual or hearing impairments
- SENDIAS (formerly known as Parent Partnership and SAIDSEND)
- Virtual School (supporting the Education for those with Looked After Child status)
- Outreach Support from the Special Schools (e.g. Stone Hill, Heatherwood, etc.)
- Behaviour Outreach Support Service (BOSS)
- Pre-School Inclusion Team Health Provision delivered in school
- Speech and Language Therapy
- School Nursing
- Occupational Therapy
- Physiotherapy
- Child and Young Persons Mental Health Service (CYPMHS– formerly CAMHS)

Other External Agencies:

- The Neurodevelopmental Pathway Service
- Children's Centres
- Early Help (under Doncaster Children's Services Trust)
- Intensive Family Support Service (under Doncaster Children's Services Trust)
- Social Care (under Doncaster Children's Services Trust)
- Education Welfare Service

All of the above bodies, including health and social care can be accessed through the school, at the appropriate time. These are all linked to educational provision.

Families can also access independent support and advice around SEND and any concerns about their child's SEND needs from the SENDIAS Team:

<https://www.doncaster.gov.uk/services/schools/sendias>

Information on where Doncaster Local Authority's Local Offer is published:

For information regarding outside agencies within Doncaster Local Authority and Doncaster NHS Trust, please refer to Doncaster's SEND Local Offer at:

<http://www.doncaster.gov.uk/services/schools/local-offer-send>

This SEND Policy was updated in **November 2025** and will be reviewed annually by the SENCo and the school's Governing Body.