

**Mercia Primary Academy Trust
Lark Hall Infant and Nursery Academy**

Special Educational Needs and Disability (SEND) Information Report (incorporating the local offer)

Aims of this SEND policy

The aims of our special educational need and disability policy and practice in this school are:

- To make reasonable adjustments for those with a disability by ensuring increased access to the curriculum, the environment and to printed information for all.
- To ensure that children and young people with SEN engage in the activities of the school alongside pupils who do not have SEN.
- To reduce barriers to progress by embedding the principles in the National Curriculum Inclusion statement <https://www.gov.uk/government/collections/national-curriculum>
- To use our best endeavours to secure special educational provision for pupils for whom this is required, that is “additional to and different from” that provided within the differentiated curriculum to better respond to the four areas of need:
 1. Communication and interaction
 2. Cognition and learning
 3. Social, mental and emotional health
 4. Sensory/physical
- To request, monitor and respond to parent/carers’ and pupils’ views in order to evidence high levels of confidence and partnership.
- To ensure a high level of staff expertise to meet pupil need, through well-targeted continuing professional development.
- To support pupils with medical conditions full inclusion in all school activities by ensuring consultation with health and social care professionals
- 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 learners.

What are special educational needs?

A child or young person has special educational needs if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England.... Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision. Code of Practice 2014

Parents and Carers are advised to visit www.staffordshiremarketplace.co.uk to find out more about Staffordshire’s local offer.

How does our school know if children need extra help? (Schedule 1: Point 1)

We know when pupils need help if:

- Concerns are raised by parents/carers, teachers, or the pupil’s previous school
- Tracking of attainment outcomes indicate a lack of progress
- Pupil observation indicates that they have additional needs in one of the four areas
 1. Communication and interaction
 2. Cognition and learning
 3. Social, mental and emotional health
 4. Sensory/physical
 5. A pupil asks for help

What should I do if I think my child may have special educational needs? (Schedule 1: Points 3 and 6)

- If you have concerns then please firstly discuss these with your child's teacher. This then may result in a referral to the school SENCo whose name is Miss Katie Wellings and whose contact details are kwellings@larkhall.staffs.sch.uk.
- All parents will be listened to. Their views and their aspirations for their child will be central to the assessment and provision that is provided by the school.

How will I know how the school supports my child? (Schedule 1: Points 1 and 2)

- All pupils will be provided with high quality teaching that is differentiated to meet the diverse needs of all learners.
- Pupils with a disability will be provided with "reasonable adjustments" in order to increase their access to the taught curriculum.
- The quality of teaching is monitored through a number of processes that includes:
 1. classroom observation by the senior leadership team, the SENCo and external verifiers
 2. ongoing assessment of progress made by pupil in specific intervention groups
 3. work sampling on a termly basis.
 4. scrutiny of planning.
 5. teacher meetings with the SENCo
 6. pupil and parent feedback when reviewing target attainment
 7. whole school pupil progress tracking
 8. attendance and behaviour records
- Information on the quality of teaching will be collated in a report to governors and shared with parents in the SEND Information Report
- All pupils have individual curriculum targets set in line with national outcomes to ensure ambition. These are discussed with parents at events such as Parents Evenings and pupils' attainments to meet these targets are tracked using the whole school tracking system.
- Pupils who are failing to make expected levels of progress are identified very quickly and are discussed in termly meetings that are undertaken between the class/subject teacher and a member of the Senior Leadership team.
- Where it is decided that action is required to support increased rates of progress, this will follow an assess, plan, do and review model
- An individual assessment of the pupil will be undertaken in order to make an accurate assessment of their needs. Parents will always be invited to this early discussion to support the identification of action to improve outcomes.
- Additional action to increase the rate of progress will be then identified and recorded that will include a review of the impact of the differentiated teaching being provided to the child, and if required, provision to the teacher of additional strategies to further support the success of the pupil.
- If review of the action taken indicates that "additional to and different from" support will be required, then the views of all involved including the parents and the pupil will be obtained and appropriate evidence-based interventions identified, recorded and implemented by the class/subject teacher with advice from the SENCo
- Parents will be informed that the school considers their child may require SEN support and their partnership sought in order to improve attainments.
- SEN support will be recorded on a plan that will identify a clear set of expected outcomes, which will include stretching and relevant academic and developmental targets (including for older children, and young people, targets around preparing for adulthood). Progress towards these outcomes will be tracked and reviewed termly with the parents and the pupil.
- If progress rates are still judged to be inadequate despite the delivery of high quality interventions, advice will be sought from external agencies regarding strategies to best meet the

specific needs of a pupil. This will only be undertaken after parent permission has been obtained and may include referral to:

1. Early years forum (Early years SENCO support)
 2. Behaviour Support Service
 3. Advisory teachers
 4. Autism Outreach Team
 5. Hearing Impairment team
 6. Visual Impairment team
 7. Educational Psychologist Service
 8. Educational Welfare Officers
 9. Physical and disability support service
 10. Social Services
 11. School Nurse
 12. CAMHS (Child & Adolescent Mental Health Service)
 13. Senior Family Support Worker
- For a very small percentage of pupils, whose needs are significant and complex and the special educational provision required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health and Care (EHC) plan being provided.
 - For pupils who despite relevant and purposeful action taken to meet their special needs, fail to make expected levels of progress, the school or parents may consider requesting an Education, Health and Care assessment that will be undertaken by the Local Authority.

How will the curriculum be matched to my child's needs?

- Teachers plan using pupils' achievement levels, differentiating work to better match ability to work provided for all pupils in the classroom. When a pupil has been identified as having special needs, their work will be further differentiated by the class teacher to remove barriers to learning and enable them to access the curriculum more easily. In addition they will be provided with additional support that may include specialised equipment or resources, ICT and/or additional adult help.

How will I know how my child is doing?

- Attainments towards the identified outcomes will be shared with parents termly through the school reporting system and Parent's Evenings.
- Parents are encouraged to arrange an appointment to discuss their child's progress with the class/subject teacher, the SENCo. Or a member of the senior leadership team. Please contact the school office who will arrange one from you.

How will you help me to support my child's learning? (Schedule 1: Point 6)

- Please look at the school website. It can be found at www.larkhallinfants.co.uk and includes links to websites and resources that we have found useful in supporting parents to help their child learn at home.
- The class/subject teacher or SENCo may also suggest additional ways of supporting your child's learning.
- The school organise a number of parent workshops during the year. These are advertised in the school newsletter and on our website and aim to provide useful opportunities for parents to learn more about the curriculum that is being offered to their child.

What support will there be for my child's overall well-being?

The school offers a wide variety of pastoral support for pupils. These include:

- An evaluated Personal, Social, Health and Economic (PHSE) curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being.
- Pupil and Parent voice mechanisms are in place and are monitored for effectiveness by the Governor for responsibility for this area.
- Small group evidence-led interventions to support pupil's wellbeing are delivered to targeted pupils and groups. These are identified on our provision maps, and aim to support improved interaction skills, emotional resilience and wellbeing.
- Pupils who find outside class times difficult are provided with alternative small group opportunities within the school.
- A family support worker works across Lark Hall and Flax Hill supporting children's well-being. She runs worry and nurture clubs for children who need them.

Pupils with medical needs

- Pupils with medical needs will be provided with a detailed Health Care Plan, compiled by the Deputy and Senior First Aider in partnership with parents and if appropriate, the pupil themselves. Staff who administer medicine complete basic first aid training and parents sign to give permission for medicine to be administered. All medicine administration procedures adhere to the LA policy and DfE guidelines included within **Supporting pupils at school with medical conditions (DfE) 2014**

What training do the staff supporting children and young people with SEND undertake? (Schedule 1: Point 4)

In the last three years school staff have received a range of training and professional support.

- 3 teaching assistants have received 1:1 support from NHS Speech and Language therapists, particularly in the use of intensive interaction and PECS.
- 2 teachers and 4 teaching assistants have received training in Makaton
- 1 teaching assistant has received training in behaviour support
- All teaching assistants have had training in WellComm (speech and language intervention)
- All staff have had training in providing support for children with hearing impairments.
- 2 teachers and 1 teaching assistant have been trained in the use of radio aids.
- Whole staff in-house training on IPs, supporting SEN children in the classroom, role of teacher with regards to SEN children.

Specialist training has been provided to the SENCo on:

- SENCo Updates
- NASENCO qualification being undertaken
- The school has regular visits from SENIS specialist teachers and the Behaviour Support Team who provide advice to staff support the success and progress of individual pupils
- The NHS Speech Language Therapist visits termly to assess and plan support for targeted pupils. This is then delivered by trained TAs.
- The Governor with specific responsibility for SEN has completed the SEN Governor training and receives regular feedback from the school SENCO.

How will my child be included in activities outside the classroom including school trips?

- Risk assessments are carried out and procedures are put in place to enable all children to participate in all school activities.

How accessible is the school environment?

In the last three years the following adaptations have been made to the school environment:

- Disabled parking spot marked and located next to the school reception
- The site is accessible for all and we have ramps available.

- One toilet has been adapted to ensure accessibility for visitors with a disability
- A medical room has been provided in order to enable a safe place for insulin testing/injections

How will the school prepare and support my child when joining or transferring to a new school?

A number of strategies are in place to enable effective pupil's transition. These include:

On entry:-

- A planned programme of visits are provided in the spring and summer terms for pupils starting in September.
- Transition for Pre school and Nursery children will be tailored around their needs.
- Parent/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine.
- The SENCo meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If pupils are transferring from another school, the previous school records will be requested immediately and a meeting will be set up with parents to identify and reduce any concerns.

Transition to the next school (Schedule 1: Point 6)

- The transition programme in place for pupils in Y2 provides a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEN and identified on the website
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but accessible.
- Parents will be enabled to consider options for the next phase of education and may like to take advantage of the support offered by the independent Staffordshire School Choice. Information on this service is located on the Staffordshire website at <http://www.staffordshire.gov.uk/education/schoolsandcolleges/admissions/schoolchoice/homepage.aspx> ,
- Accompanied visits to other providers may be arranged as appropriate.
- For pupils transferring to local schools, the SENCos of both schools will meet to discuss the needs of pupils with SEN in order to ensure a smooth transition.
- The records of pupils who leave the school mid phase will be transferred within five working days of the parents notifying their child has been enrolled at another school.

How are the school's resources allocated and matched to children's special educational needs? (Schedule 1: Point 5)

The school receives funding to respond to the needs of pupils with SEND from a number of sources: A proportion of the funds allocated per pupil to the school to provide for their education (the Age Weighted Pupil Unit); The Notional SEN budget: The Pupil Premium funding for pupils who meet certain criteria. In addition, for those pupils with the most complex needs, the school may be allocated Additional Educational Needs funding. This funding is then used to provide the equipment and facilities to support pupils with special educational needs and disabilities through:

- In-class support from teaching assistants
- Small group support from teaching assistants e.g. nurture groups, literacy and numeracy support
- Specialist support from teachers e.g. 1:1 tuition
- Bought in support from external agencies e.g. access arrangement assessment, speech and language support.
- Parent workshops
- Provision of specialist resources e.g. assessment software
- CPD relating to SEND for staff

How is the decision made about how much support my child will receive?

- For pupils with SEN but without an Education Health and Care plan, the decision regarding the support required will be taken at joint meetings with the SENCo, classteacher and parent. For pupils with a statement of educational needs/ Education, Health or Care plan, this decision will be reached when the plan is being produced or annual review.

How will I be involved in discussions about and planning for my child's education?

This may be through:

- discussions with the class teacher, SENCO or senior leadership team member
- during parents evenings

Who can I contact for further information or if I have any concerns? (Schedule 1: Point 7)

If you wish to discuss your child's educational needs or are unhappy about something regarding your child's schooling please contact the following:

- Your child's class teacher
- The SENCo
- The Headteacher
- For complaints please contact the School Governor with responsibility for SEN. Their name is Nikki Archer.

Support services for parents of pupils with SEN include: (Schedule 1: Point 8)

- **Parent Partnership**
<http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/home.aspx>
- If you have a general enquiry, would like to speak to one of the team or a parent wanting to request information and support please telephone **01785 356921** during office hours. Alternatively email on spps@staffordshire.gov.uk.
- **Parent In The Know** newsletters
<http://www.staffordshire.gov.uk/education/welfareservice/SpecialEducationalNeeds/spps/newsletter/newsletters.aspx> (8)

Information on where the Local Authority's Local Offer can be found. **(Schedule 1: Point 9)**

References

- Staffordshire schools have been advised that they may like to use the questions produced by the Pathfinders authorities in order to produce their school local offer. These can be found on pages 17-18 in the *SE7 Local Offer: Framework and Guidance*.
<http://se7pathfinder.files.wordpress.com/2013/12/se7-local-offer-framework-final.pdf>
- Barnsole Primary Local Offer
<http://www.barnsoleprimary.medway.sch.uk/OurSchool/Documents/Local%20Offer.pdf>

Appendices

Clause 64

The Special Educational Needs (Information) Regulations comes into force on 1st Sept 2014.

This clause provides details on the prescribed information that must be included in the school **SEN information report**. Mainstream schools must include information on schedule I. This must then be published on the school website.

Schedule 1 Regulation 3(a)

1. Information about the school's policies for the identification, assessment and provision for pupils with special educational needs, whether or not pupils have EHC Plans, including how the school evaluates the effectiveness of its provision for such pupils.
2. The school's arrangements for assessing the progress of pupils with special educational needs
3. The name and contact details of the SEN co-ordinator.

4. Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.
 5. Information about how equipment and facilities to support children and young people with special educational needs will be secured.
 6. The role played by the parents of pupils with special educational needs.
 7. Any arrangements made by the governing body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at the school.
 8. The contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32.
 9. Information on where the local authority's local offer is published.
- <http://preview.tinyurl.com/q69mzrg>

Revision of the SEN and Disability Code of Practice Schools

4.34 Schools have additional duties under the Special Educational Needs and Disability Regulations 2014. Schools must publish more detailed information about their arrangements for identifying, assessing and making provision for pupils with SEN.

4.35 The information must also include information about **the arrangements for the admission of disabled pupils**, the steps taken to prevent disabled pupils from being treated less favourably than other pupils, the facilities provided to assist access for disabled pupils and the schools' accessibility plans. The school-specific information should relate to the school's arrangements for providing a graduated response to children's SEN. It should elaborate on the information provided at a local authority wide level in the Local Offer.

Second revision of the SEND Code of Practice April 2014 <http://preview.tinyurl.com/qfuyaoa>

Schools admission codes 2012 <https://www.gov.uk/government/publications/school-admissions-code>

Staffordshire guidance <http://education.staffordshire.gov.uk/Pupil-Support/School-Admissions/Admissions.aspx>

Signed

Date

Director, Mercia Primary Academy Trust

Version Control

Version	Date Approved	Changes	Reasons for Alterations
2	2.12.15	Updated training completed by staff	Up to date picture of skills and knowledge
3	10.2.16	Added Staffordshire Marketplace website link Added Family Support Worker in well-being section	Identified as an action when completing the Entrust SEN Report compliance audit.

4	13.10.16	Updated to 2016-17 Changed training in last 2 years Removed sentence with regards to employing Small Talk company Removal of home-school diary sentence. Removal of "located on the school website." On the well-being section. Removal of HLTA in staff training	New academic year Up to date picture of skills and knowledge Small Talk no longer used Home-school diaries are rarely used as staff prefer to have verbal discussions with parents. Due to the variety of small group interventions we do not list them on the website. No longer relevant
5	15.9.17	No changes made	
6	5.10.18	Changes to SENCo details. Changes to staff training section.	Change of SENCo Up to date picture of skills and knowledge
7	10.10.19	Changes to staff training Changes to SENCO training Changes to support services used.	More training completed Support services available have altered.