



SEND and Inclusion Policy  
2025-2026



*Our Lady's Catholic Primary School*

**COMMITTEE:** Local Academy Committee  
**DATE APPROVED:** September 2025  
**POLICY REVIEW DATE:** September 2026

## Our Lady's Catholic Primary School

*Jesus said, "Love one another as I have loved you."*

**(John Ch 15 v 12)**

### **Legislative Compliance**

This policy complies with the guidance given in **Statutory Instrument : Special Educational Needs (Information) Regulations (Clause 64)**. It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014

Ofsted Inspection New Framework November 2025

Equality Act 2010

Education Bill 2011

Children and Families Act 2014

### **Inclusion Statement**

- At Our Lady's Catholic Primary School, we endeavour to achieve maximum inclusion of all our pupils (including vulnerable learners) whilst meeting their individual needs.
- Teachers provide adaptive learning arrangements and opportunities for all pupils within the school and provide materials appropriate to children's interests and abilities. This ensures that all pupils have a full access to the school curriculum.
- Special Educational Need might be an explanation for delayed or slower progress but high expectations are put on all pupils, and we make every effort to narrow the gap in attainment between vulnerable groups of learners and others.
- English as an Additional Language (EAL) is not considered a Special Education Need. Differentiated work and individual learning opportunities are provided for pupils who are learning EAL as part of our provision for vulnerable learners.
- We focus on individual progress as the main indicator of achievement.
- We strive to make a clear distinction between "underachievement" and special educational needs.
  - Some pupils in our school may be underachieving but will not necessarily have a special educational need. It is our responsibility to identify this quickly and ensure that appropriate interventions are put in place to help these pupils catch up.
  - Other pupils will genuinely have special educational needs and this may lead to lower-attainment (though not necessarily to under-

achievement). It is our responsibility to ensure that pupils with special educational needs have the maximum opportunity to attain and achieve in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulty, are essential ingredients of success for these pupils. These will be provided, initially, through additional support funded from the devolved schools budget.

### **Aims and Objectives of this Policy**

The aims of our inclusion and SEND policy and practice in this school are:

- To provide curriculum access for all
- To secure high levels of achievement for all
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parents and carers
- To carefully map provision for all vulnerable pupils, to ensure that staffing deployment, resource allocation and choice of intervention is leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.
- To work in cooperative and productive partnership with OLICAT Trust, the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.
- To “promote pupil's self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others”.

**1. Information about the school's policies for the identification, assessment and provision for pupils with special educational needs, whether or not pupils have Education Health Care Plans, including how the school evaluates the effectiveness of its provision for such pupils.**

**and**

**2. The school's arrangements for assessing the progress of pupils with special educational needs**

In agreeing these staged arrangements, the school has taken into account the following statements and definitions:

*“Defining achievement in terms of the number of targets on an individual education plan achieved across a given time rarely ensured rigorous evaluation of provision or pupils' progress. What made the difference to higher outcomes was effective target-setting within the curriculum or personalised programme as part of a whole-school policy on assessment.”*

***‘Inclusion: does it matter where pupils are taught?’ (Ofsted, 2006a)***

## **STAGE 1: Adaptive, quality first teaching, including, where appropriate, the use of Wave 1 or Wave 2 Interventions.**

- All pupils will have access to quality first teaching.
- The routine and prolonged withdrawal from mainstream of children with EAL is not recognised as good practice and does not promote rapid language acquisition. Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.
- Some vulnerable pupils will have access to Wave 1 or Wave 2 interventions. These will probably be pupils who are underachieving and have been identified by the school as needing to make accelerated progress but will not necessarily be pupils with special educational needs. This is considered to be a differentiation of the usual school curriculum – not a special intervention for pupils with SEND.
- All vulnerable pupils will be included on a detailed whole-school provision map using Insight, which outlines and monitors all additional intervention across the school. The whole school provision map enables the school to:
  - Plan strategically to meet pupils' 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 parents, Governors, OLICAT, LEA, 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.

### Identification and Assessment at Stage 1

Pupil's needs will be identified and met as early as possible through:

- The analysis of data including entry profiles, Foundation Stage Profile scores, reading ages, GL assessments, other whole-school pupil progress data
- classroom-based assessment and monitoring arrangements. (Cycle of plan, do and review.)
- Meeting with and following up parental concerns or questions.
- Tracking individual pupil's progress over time,
- Liaison with feeder pre-school settings on transfer to Our Lady's
- Information from previous schools
- Information from other services such as health
- Maintaining a provision map for all vulnerable learners but which clearly identifies pupils receiving additional SEN Support from the school's devolved budget or in receipt of Early Help Locality Funding. This provision map is updated termly through meetings between the teachers and SENCO using Insight.
- Undertaking, when necessary, a more in depth individual assessments - this may include a range of assessments, carefully chosen to deliver appropriate, useful

information on a pupil's needs. It may include a bilingual assessment where English is not the first language.

- Involving an external agency where it is suspected that a special educational need is evident or significant.

### Curriculum Access and Provision for vulnerable learners

Where a pupil is underachieving and/or identified as having special educational needs, the school provides for these additional needs in a variety of ways and might use a combination of these approaches to address targets and support identified.

- Teachers adapt work and access as part of quality first teaching
- Apply adaptive teaching strategies and approaches
- Wave 1,2,3 interventions
- Small group support
- Individual class support / individual 1:1 support in class or outside
- Bilingual support/access to materials in translation/EAL support
- Adaptation of resources, time and/or environment
- Learning Mentor or other specialist Teaching assistant
- Additional resources or equipment

### Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of our provision for pupils is carried out in the following ways:

- Classroom observation by the SENDCo, SENDCO Assistant and/or senior leaders.
- Ongoing tracking of assessment and progress
- Work moderating on a termly basis
- Scrutiny of planning and adaptive teaching strategies
- Teacher discussions with the SENDCo and/or SENDCO Assistant
- Informal feedback from staff
- Pupil interviews when setting new LSP or reviewing existing targets or to seek pupil voice
- Pupil progress tracking using assessment data (whole-school processes)
- Monitoring Learning Plans targets, evaluating the impact of provisions in place on pupils' progress.
- Attendance records
- Meetings about pupils' progress between the SENDCO, Family Support worker, member of SLT, class teacher and the head teacher.
- Headteacher's report to parents and governors

### **Additional SEN Support**

- Pupils will be offered additional SEND support when it is clear that their needs require intervention which is "additional to" or "different from" the well-differentiated Quality First Teaching and curriculum offer for all pupils in the school i.e. they have a special educational need as defined by the SEN Code of Practice 2014.

- Under-achieving pupils and pupils with EAL who do not have SEND will **not** be placed on the list of pupils being offered additional SEND support (but will be on the school's provision map).
- In keeping with all vulnerable learners, intervention for pupils on the SEND list will be identified and tracked using the whole-school provision map.
- It may be decided that a very small number, **but not** all of the pupils on the SEND list will require additional Early Help Locality Funding (High Needs Funding), for which an application needs to be made to the Local Authority, to ensure their underlying special educational need is being addressed. This may particularly be the case where outside agencies have been involved in assessing the pupil or contributing to their provision. Where the school can evidence that more than £6,000 above the Average Weighted Pupil Unit has, or will need to be, spent on a pupil within any one financial year, in order to meet his or her special educational needs, an application will be made to the Local Authority, with particular regard to the success criteria and SEND Descriptors published as part of the local offer.
- On very rare occasions, where a pupil has a significant, severe and sustained need, it may be necessary to enter a multi-disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan (EHCP) and consider educational support and appropriate school provision and funding application.
- Where a pupil is in receipt of Early Help Locality Funding and/or an Education Health and Care Plan, a decision will be made as to whether a short-term Individual Education Plan is required.
- Our approach to Learning Support Plans, which we recognise are no longer prescribed in the SEN Code of Practice 2014, is as follows:
  - Are a planning, teaching and reviewing tool which enables us to focus on particular areas of development for pupils with special educational needs. They are seen as working document which can be constantly refined and amended.
  - Will only record that which is *additional to* or *different from* the differentiated curriculum plan which is in place as part of provision for all pupils. Targets will address the underlying reasons why a pupil is having difficulty with learning – they will not simply be “more literacy” or “more maths”.
  - Will be accessible to all those involved in their implementation – pupils should have an understanding of their targets and are more involved at an older age.
  - Will be based on informed assessment and will include the input of outside agencies.
  - have been devised so that they are manageable and easily monitored and therefore will be monitored and evaluated regularly.
  - Will be time-limited – termly review, there will be an agreed “where to next?”
  - Will have a maximum of three short / medium term SMART targets set for or by the pupil.
  - Will specify how often the target(s) will be covered and success criteria
  - Will state what provision and strategies will be used to support achievement
  - Targets for a Learning Support Plan will be arrived at through :
    - Discussion between teacher the SENCO/SENCo Assistant
    - Discussion, wherever possible, with parents/carers and pupil
    - Discussion with another professional

- Our Learning Plans will be reviewed termly by class teachers in consultation with the SENDCO and shared termly with the parents/carers.

### **Statement of Special Educational Needs or Education Health and Care Plan**

- Pupils with an Education Health and Care Plan will have access to all arrangements for pupils on the SEND list (above) and, in addition to this, will have an Annual Review of their plan.
- Our school will comply with all local arrangements and procedures when applying for
  - High Needs Block Funding
  - An Education Health and Care Planand will ensure that all pre-requisites for application have been met through ambitious and pro-active additional SEND Support using our devolved budget at an earlier stage.
- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with local NCC policy and guidance - particularly with regard to the timescales set out within the process.

### **Inclusion of pupils with English as an additional language**

#### Definition

A pupil who has English as an Additional Language is a pupil whose first language is not English, and who uses that language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need, but are seen to benefit from the ability to live and learn in more than one language.

#### Ethos

At Or Lady's Catholic Primary School we strive to recognise, welcome and celebrate linguistic and cultural diversity and have a high expectation of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

#### Admissions

No pupil will be refused admission on the basis of ethnicity or EAL. Pupils who have EAL will be admitted under the same criteria as any other pupil applying for a school place. Where parents do not speak English, we endeavour to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school. On admission, the pupil will

have access to a welcome and induction programme which recognises their linguistic needs and provides a safe and secure start to their learning.

### Provision

Pupils with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve acquisition of English: this will be provided through Wave 1 and, where appropriate, Wave 2 teaching.

The following provision can be expected:

- Work in class will be adapted for the pupils to lessen linguistic difficulties without significantly reducing academic challenge.
- Additional support for pupils may be given through: first language resources & translation facilities; technology, teaching support on a 1:1 or small group basis, peer group support; pre-teaching of key concepts and vocabulary.
- Where necessary, catch-up work will be provided for pupils arriving from overseas who have experienced a different curriculum or who may have gaps in their schooling. Where pupils are ahead of their peer group in terms of learning, differentiation will be made in order to access learning at an appropriate level.
- Provision will be recorded and monitored for effectiveness using the school's provision map, in line with standard practice for all vulnerable learners in the school. The pupil will not be placed on the SEN register for reasons of EAL.

### Parental support

We recognise that some parents who are learning English may find it difficult to communicate with the school and approach the school regarding any concerns they may have on their child's progress. We endeavour to fully include EAL parents in the life of the school by, wherever possible, providing interpreting facilities at parents' evenings and other school meetings and by providing key school information in translated format.

### **Inclusion of pupils who are looked after in local authority care**

Our school recognises that:

- Pupils who are looked after in local authority care have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.
- There are commonly understood reasons (Social Exclusion Unit Report :2003] why children who are looked after in local authority care often fail to make expected progress at school :
  - Placement instability
  - Unsatisfactory educational experiences of many carers
  - Too much time out of school
  - Insufficient help if they fall behind

- Unmet needs - emotional, mental, physical
- There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children. Our Family Support Worker, Hannah Gurney is the named DT for LAC. Her responsibilities include:
  - Monitoring the progress of pupils who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school
  - Ensuring that pupils who are 'looked after' have access to the appropriate network of support
  - Checking that the statutory Personal Education Plan (PEP) has been arranged and that it is regularly reviewed, at least every six months
  - ensuring that information concerning the education of pupils who are 'looked after' is transferred between agencies and individuals
  - Preparing a report on the pupil's educational progress to contribute towards the statutory review. (These are usually held at six monthly intervals or more frequently if there is a concern)
  - Discussing feedback from the statutory review (chaired by the Independent Reviewing Officer) with social workers and, where necessary, the carers and a member of the Virtual School team.
  - Liaising with the child's social worker to ensure that there is effective communication at all times
  - Celebrating the child's successes and acknowledge the progress they are making.
  - Working alongside the school SENDCo to ensure agreed support for any SEND needs are in place, monitored and reviewed.

Our school will work closely with the county's The Virtual School (VS) for Children, which promotes the educational needs of Looked After Children and monitors admissions, PEP completion, attendance & exclusions.

### **Inclusion of pupils who are very able and/or talented**

In this section the term 'very able' refers to pupils who have a broad range of achievement at a very high level. Those children who are very able have very well-developed learning skills across the curriculum. The term 'talented' refers to pupils who excel in one or more specific fields, such as sport or music, but who may or may not perform at a high level across all areas of learning.

Physical talents	sports, games, skilled, dexterity
Visual/performing abilities	dance, movement, drama
Mechanical ingenuity	construction, object assembly (and disassembly), systematic, working solutions
Outstanding leadership	organiser, outstanding team leader, sound judgements
Social awareness	sensitivity, empathy,
Creativity	artistic, musical, linguistic

We respect the right of all children in our school, irrespective of differences in ability, to access a number of areas of learning, and to develop the knowledge, skills, understanding and attitudes that are necessary for their self-fulfilment and eventual development into active and responsible adults.

The aims of our school make specific reference to teaching and learning that takes into account the needs of all children. They also identify the commitment to giving all our children every opportunity to achieve the highest of standards. This policy guides the way in which this happens for our very able and/or talented children.

### Identification

Before identifying any child 'very able' in a particular area, we aim to ensure that all children have had the opportunity to learn and succeed in this area. This makes the identification process fair. Identification of pupils as 'very able' and/or 'talented' is a judgement which applies to the current class/school context and refers to the current level of performance only. This means that 'at this time this child is showing ability in a particular area'. Identification at our school does not necessarily mean that in another school or context the child would be identified.

A very able or talented pupil should be identified using a variety of methods. The specific procedure will vary according to subject area but will include elements of the following:

- teacher nomination
- assessment results
- specialist teacher identification
- parental voice
- pupil voice

### Provision

Teachers have high expectations and plan carefully to meet the learning needs of all our children. We give all children the opportunity to show what they know, understand and can do, and we achieve this in a variety of ways when planning for children's learning by providing:

- A common activity that allows the children to respond at their own level;
- An enrichment activity that broadens a child's learning in a particular skill or knowledge area;
- An individual activity within a common theme that reflects a greater depth of understanding and higher level of attainment;
- The opportunity for pupils to progress through their work at their own rate of learning.

Pupils meet a variety of organisational strategies as they move through the school. Each strategy supports all children in their learning, but gives due regard to the more able and very able learner.

From Year R to Year 6 we set targets for English and mathematics at the appropriate level. We teach the pupils in our classes with appropriate differentiation and adaptive teaching strategies.

We offer a range of extra-curricular activities for pupils. These activities offer the opportunity to further extend their learning in a range of activities. Opportunities include a range of sporting and musical clubs. School based provision includes opportunities for performance, artists in residence, specialist teaching and partnerships with other primary and secondary schools.

Key Contacts:

The name and key contact details for Inclusion are:

<b>Miss Elise Gribble – 01933 224900</b>	<b>Head Teacher</b>
<b>Mrs Charlotte Thomas – 01933 224900</b>	<b>SENCo</b>
<b>Mrs Victoria Hitchens – 01933 224900</b>	<b>Assistant SENCo</b>
<b>Miss Hannah Gurney - 01933 224900</b>	<b>Family Support Worker</b>

The name and contact details of the Designated Teacher for Looked After pupils

<b>Miss Elise Gribble - 01933 224900</b>	<b>Headteacher</b>
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### **Management of Inclusion within our school**

The Head Teacher and the governing body have delegated the responsibility for the ongoing implementation of this Inclusion Policy to Family Support Worker and Special Educational Needs Coordinator (SENCO). They are responsible for reporting regularly to the head and the governor with responsibility for SEND on the ongoing effectiveness of this inclusion policy. The Headteacher has strategic responsibility for the inclusion of children who have EAL and the achievement of vulnerable ethnic minority groups. The Designated Teacher for Looked After Children has strategic responsibility for the inclusion of children who are adopted or in local authority care.

**All staff in school have a responsibility for maximising achievement and opportunity of vulnerable learners** – specifically, all teachers are teachers of pupils with special educational needs and EAL. Staff are aware of their responsibilities towards all vulnerable learners and a positive and sensitive attitude is shown towards all pupils at all times.

### **Headteacher**

- The headteacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn.
- The head teacher and the governing body will delegate the day to day implementation of this policy to the Special Educational Needs Coordinator (SENCO).

- The head teacher will be informed of the progress of all vulnerable learners and any issues with regard to the school's provision in this regard through:
  - Analysis of the whole-school pupil progress tracking system
  - Maintenance and analysis of a whole-school provision map for vulnerable learners
  - Pupil progress meetings with individual teachers
  - Regular meetings with the SENDCo and other members of the Inclusion Team
  - Discussions with pupils and parents.

### **Special Educational Needs and Disabilities Coordinator**

In line with the recommendations in the SEN Code of Practice 2014, the SENDCo, SENDCo Assistant and Family Support Worker will oversee the day-to-day operation of this policy in the following ways:

- Maintenance and analysis of whole-school provision map for vulnerable learners.
- Identifying on this provision map a staged list of pupils with special educational needs – those in receipt of additional SEN support from the schools devolved budget, those in receipt of Early Help Locality Funding and those with statements of Special Educational Need or Education Health and Care plans.
- Co-ordinating provision for children with special educational needs
- Liaising with and advising teachers.
- Managing other classroom staff involved in supporting vulnerable learners.
- Overseeing the records on all children with Special Educational Needs.
- Liaising with parents of children with SEND, in conjunction with class teachers
- Contributing to the in-service training of staff.
- Implementing a programme of Annual Review for all pupils with an Education Health and Care Plan.
- Carrying out referral procedures to the Local Authority to request Early Help Locality Funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEND support from devolved budget), that a pupil may have a special educational need which will require significant support.
- Overseeing the smooth running of transition arrangements and transfer of information for new EYFS and Year 6 pupils on the vulnerable learners' provision map.
- Monitoring the school's system for ensuring that Learning Support Plans, where it is agreed they will be useful for a pupil with special educational needs, have a high profile in the classroom and with pupils (see section below on Individual Education Plans).
- Evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs).
- Meeting **at least** termly with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map (school managers will guarantee planning and preparation time for teachers and SENDCO to ensure that these meetings occur).
- Liaising sensitively with parents and families of pupils on the SEND list, keeping them informed of progress and listening to their views of progress.
- attending area SENCO network meetings and training as appropriate.

- Liaising with the school's Inclusion/SEN Governor, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs (nationally, locally and within school).
- Liaising closely with a range of outside agencies to support vulnerable learners,

### **Headteacher, SENDCo and Family Support Worker**

The Headteacher, SENDCo and Family Support Worker will oversee the day-to-day operation of this policy in the following ways:

- Maintenance of a list of pupils with ethnic minority heritage and EAL, ensuring they are identified on the school's provision map.
- In collaboration, maintenance and analysis of whole-school provision map for vulnerable learners from ethnic/linguistic minority backgrounds.
- Advising on and co-ordinating provision for children with additional needs relating to ethnic or linguistic background.
- Working collaboratively with teachers to plan for and teach children with EAL as part of mainstream teaching practice.
- Managing other classroom staff involved in supporting ethnic/linguistic minorities.
- Overseeing the initial and on-going assessment records on all children with EAL.
- Liaising with parents of ethnic and linguistic minority children, in conjunction with class teachers, keeping them informed of progress and listening to their views of progress.
- Meeting **at least** termly with each teacher to review the linguistic progress of children learning EAL and establish next steps in learning.
- In collaboration with the Inclusion Manager and SENCO, evaluating regularly the impact and effectiveness of all additional interventions for children from cultural and linguistic minority backgrounds.
- In collaboration with the SENDCo, overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils with EAL.
- Contributing to the in-service training of staff.
- Supporting the design and delivery of a culturally inclusive curriculum which reflects the ethnic, cultural and linguistic diversity of the school.
- Advising on and sourcing bilingual and culturally reflective materials to support pupil's learning across the curriculum.
- Advising on and sourcing interpreters and materials in translation to ensure that bilingual parents have equality of access to essential information.
- Attending EMA Co-ordinator network meetings and training as appropriate.
- Liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for ethnic/linguistic minorities.
- Liaising closely with a range of outside agencies to ethnic & linguistic minority learners.

### **Class teacher**

The responsibilities of the class teacher are:

- Liaising with the SENDCO, SENDCO Assistant and Family Support Worker to agree:
  - Which pupils in the class are vulnerable learners

- Which pupils are underachieving and need to have their additional interventions monitored on the vulnerable learners' provision map – but do not have special educational needs.
  - Identify and refer pupils (also on the provision map) require additional support because of a special educational need and need to go on the school's SEN list. Some of these pupils may require advice/support from an outside professional and, therefore, an Individual Education Plan to address a special educational need (this would include pupils with EHC Plans)
- Securing good provision and good outcomes for all groups of vulnerable learners by:
    - providing differentiated teaching and learning opportunities, including differentiated work for EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge.
    - Embed provisions as indicated within a pupils Learning Support Plan
    - ensuring there is adequate opportunity for pupils with special educational needs to working on agreed targets which are genuinely “additional to” or “different from” those normally provided as part of the differentiated curriculum offer and strategies”. (SEN Code of Practice 2013)
    - ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners.
    - Deploy adaptive teaching strategies to support SEND pupils within the classroom using inclusive teaching approaches.
    - Track and monitor progress against targets and feedback at least termly to the SENDCo.
    - Work with the SENDCo to secure best possible outcomes of pupils with SEND.
    - Ensure parents/carers are kept up to date and informed of progress.

**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.**

- In accordance with Section 6 of the SEN Code of Practice 2014, if appointed after September 2008, our Special Educational Needs Coordinator will be a qualified teacher working at our school and will have statutory accreditation. If a new SENCO is appointed, he/she will gain statutory accreditation within three years of appointment.
- The SENDCo and Family Support worker will regularly attend local network meetings and other relevant training opportunities.
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of continuous professional development and opportunities to access further training.

- Specialist advice and expertise in relation to assessment and support of individual pupils will be commissioned by the school from the open market. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the Head teacher and senior leaders will be responsible for reporting to governors on the efficacy of these arrangements (including value for money). Our school will, wherever possible, join with other schools in joint commissioning and quality assurance arrangements.

### **Information about how equipment and facilities to support children and young people with special educational needs will be secured.**

- When specialist equipment or a high level of staffing support is required to support a pupil with special educational needs, our school will fund this as additional SEN support up to £6,000 per annum for each individual pupil. Thereafter, if the cost is higher and the provision of these facilities is likely to be prolonged, the school will apply to the Local Authority for High Needs Block Funding.
- 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.
- All staffing appointments to support vulnerable learners 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 played by the parents of pupils with special educational needs (and other learning needs).**

#### **Partnership with Parents/Carers**

At Our Lady's we aim 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.
- Providing a termly SEND Newsletter.
- Hosting a fortnightly drop in coffee morning with key topics of discussions.
- Making parents and carers feel welcome
- Encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing and to speak with the school SENDCo
- Instilling confidence that the school will listen and act appropriately. Agreeing actions and next steps and updating families of progress.
- 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 pupils, in particular, those not making expected progress and, for some pupils identified as having special educational needs, 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 the Parent Partnership services and training/workshop offers.
- Providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language

## **Involvement of Pupils**

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

- State their views about their education and learning
- Work with an adult to create own One-Page profiles
- Identify their own needs and learn about learning
- Provide a wellbeing drop-in session
- Share in individual target setting across the curriculum so that they know what their targets are and why they have them,
- Self-review their progress and set new targets.
- (for some pupils with special educational needs) monitor their success at achieving the targets on their Learning Support Plan.

## **Effective Transition**

- We will ensure early and timely planning for transfer to a pupil's next phase of education and, in the year before the year in which they leave, will offer transition meetings to all pupils in receipt of Additional SEN support. Pupils with Education Health and Care Plans will have next phase destinations and transition arrangements discussed at plan-review meetings.
- A transition timeline will be produced, with specific responsibilities identified.
- Support for the pupil in coming to terms with moving on will be carefully planned and will include familiarisation visits and counselling. Pupils will be included in all "class transition days" to the next phase but may also be offered additional transition visits.
- Pupils and parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- Parents will be given a reliable named contact at the next phase provider with whom the SENDCo will liaise.

## **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.**

## **Admission Arrangements**

No pupil 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, as agreed with the Local Authority*).

## **Complaints**

If there are any complaints relating to the provision for children with SEND or EAL these will be dealt with in the first instance by the class teacher, SENCO and Family Support Worker, then, if unresolved, by the Head Teacher. The governor with specific responsibility for SEND/Inclusion 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)

Further Information on where the local authority's SEND local offer is published can be found through the link below.

[North Northamptonshire SEND Local Offer](#)