

# SEN policy and information report

St Michael's CE Primary School



<b>Approved by:</b>	Jo Lanfear	<b>Date:</b> [22/05/25]
<b>Last reviewed on:</b>	[May 2025]	
<b>Next review due by:</b>	[May 2026]	

## Contents

1. Aims .....	2
2. Legislation and guidance .....	3
3. Definitions .....	3
4. Roles and responsibilities .....	3
5. SEN information report .....	4
6. Monitoring arrangements .....	8
7. Links with other policies and documents .....	8

---

## The Keys Academy Trust

This is a Trust policy to be implemented by all schools within The Keys Academy Trust to ensure a consistent approach in line with the Trust's vision and values for all pupils with SEND.

### Vision:

We are a family of distinctive schools at the heart of the diverse communities we serve. In line with our Christian ethos, we aspire to excellent learning and pastoral care for pupils and staff and are committed to being open and welcoming to all.

### 1. Aims

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

At St Michael's CE Primary School we aim to provide a happy and stimulating learning environment to support the needs and develop the learning of all our children, and provide them with every opportunity to achieve their best. Every child and family in our community is valued and diversity is celebrated. Together with our core values of Community, Creativity, Courage and Compassion, our school provides a broad and balanced curriculum in a safe, stimulating and caring environment which allows everyone to achieve, develop, learn and grow.

The SEND aims for our school are:

- To ensure that all pupils have access to high quality teaching through a broad and balanced curriculum
- To provide an adapted curriculum appropriate to the individual's needs and ability
- To ensure the identification of all pupils requiring SEND provision as early as possible in their school career
- To ensure that SEND pupils take as full a part as possible in all school activities
- To ensure that parents of SEND pupils are kept fully informed of their child's progress and attainment
- To create an environment where pupils can contribute to their own learning, where they feel safe and listened to
- To work towards inclusion in partnership with other agencies
- To achieve a level of staff expertise to meet pupil need

- To ensure that all pupils have access to a broad and balanced curriculum, including having access to extra curricular activities

## 2. Legislation and guidance

This policy and information report is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND and disabilities
- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENDCOs) and the SEND information report

This policy also complies with our funding agreement and articles of association.

## 3. Definitions

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of the others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

## 4. Roles and responsibilities

### 4.1 The SENDCO

The SENDCO is Keren Milanovic

They will:

- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

### 4.2 The SEND governor

The SEND governor is Usha Kowlessur

They will:

- Help to raise awareness of SEND issues at governing board meetings

- › Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this
- › Work with the headteacher and SENDCO to determine the strategic development of the SEND policy and provision in the school

### 4.3 The headteacher

The headteacher will:

- › Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision within the school
- › Have overall responsibility for the provision and progress of learners with SEND and/or a disability

### 4.4 Class teachers

Each class teacher is responsible for:

- › The progress and development of every pupil in their class
- › Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- › Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision
- › Ensuring they follow this SEND policy

## 5. SEND information report

### 5.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- › Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- › Cognition and learning, for example, dyslexia, dyspraxia
- › Social, emotional and mental health difficulties, for example, attention deficit hyperactivity disorder (ADHD)
- › Sensory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- › Moderate/severe/profound and multiple learning difficulties

### 5.2 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- › Is significantly slower than that of their peers starting from the same baseline
- › Fails to match or better the child's previous rate of progress
- › Fails to close the attainment gap between the child and their peers
- › Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents.

We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

### 5.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- › Everyone develops a good understanding of the pupil's areas of strength and difficulty
- › We take into account the parents' concerns
- › Everyone understands the agreed outcomes sought for the child
- › Everyone is clear on what the next steps are

### 5.4 Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class or subject teacher will work with the SENDCO to carry out a clear analysis of the pupil's needs. This will draw on:

- › The teacher's assessment and experience of the pupil
- › Their previous progress and attainment or behaviour
- › Other teachers' assessments, where relevant
- › The individual's development in comparison to their peers and national data
- › The views and experience of parents
- › The pupil's own views
- › Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

### 5.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school, college, or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

We recognise that transitions can be difficult for any child but a child with SEND may find change even more challenging, depending on the nature of their needs. Therefore, the following steps are taken to ensure that any transition is as smooth as possible:

- Our reception teacher undertakes home visits before the children join our Ducklings class
- Our reception teacher visits children in their nurseries and talks to staff about any additional needs
- Children are invited to have a taster day during the Summer Term. Additional visits are available for those children with SEND and staff are available for multi-disciplinary meetings to ensure that key messages are passed on
- When children transition from reception to KS1 they are given opportunity to meet teachers in the Summer Term
- There is also a Transition morning when all children are able to spend time in their new class. SEND children are encouraged to visit their new class regularly so that they are familiar with the new environment and organisation
- Transition packs are prepared for all SEND children when they move into a new year at St Michaels

- We work in partnership with our local secondary schools. Year 6 teachers meet with secondary school staff to discuss pupils and a meeting is arranged with the Inclusion Leader to discuss any children with additional needs
- If it is felt appropriate secondary school staff will attend annual reviews to meet the class teacher, parents and pupil
- Additional visits are offered to pupils in Year 6 who have been identified as vulnerable
- For children with SEND staff will meet with parents and professionals involved with the family
- For children with ASD, Bracknell Forest have a transition team which throughout the Summer Term link the family with the two school settings

## 5.6 Our approach to teaching pupils with SEND

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

Quality first teaching is our first step in responding to pupils who have SEND. This will be scaffolded for individual pupils.

Where appropriate we will also provide the following interventions:

- Phonics Groups
- Speech and Language 1:1 sessions with trained LSAs
- Nurture Provision (wellbeing)
- Sensory Circuits
- Social Skills Groups

## 5.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Scaffolding our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Adapting our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

## 5.8 Additional support for learning

If the school considers that they need more expert advice in order to best support any child, referrals to outside agencies can be made. During the referral process the school will work with parents/carers to collect evidence to support the referral.

Before a referral is made to an outside agency parents/carers will be invited to speak to the SENDCo to discuss the process. At this meeting the reason for the referral will be explained and parents/carers will be asked to provide verbal or written consent.

## 5.9 Expertise and training of staff

Our SENDCo is experienced in this role. They are allocated one day a week to manage SEND provision.

We have a team of teaching/nurture assistants and learning support assistants, who are trained to deliver SEND provision.

## 5.10 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for pupils with SEND by:

- › Reviewing pupils' individual progress towards their goals each half term
- › Reviewing the impact of interventions
- › Using pupil questionnaires
- › Monitoring by the SENDCO
- › Using individual provision plans (IPPs) to measure progress
- › Holding annual reviews for pupils with EHC plans

### **5.11 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND**

All of our extra-curricular activities and school visits are available to all our pupils.

All pupils are encouraged to participate in all activities, for example; our residential trip(s), sports day/school plays/special workshops.

No pupil is ever excluded from taking part in these activities because of their SEND or disability.

Support for Pupils with Disabilities

- The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with an Education, Health and Care plan and those without
- The school will do its best to ensure that the necessary provisions and preparations are made prior (where possible) to the start of the child's school year. The child will be closely monitored from the start of the new school year to ensure that all the appropriate provisions are in place.

### **5.12 Support for improving emotional and social development**

We provide support for pupils to improve their emotional and social development. We have a zero tolerance approach to bullying.

### **5.13 Working with other agencies**

Some children at SEND Support or with an EHC Plan will receive the support of external agencies. These may include:

- The Educational Psychology Service
- A medical service such as Speech and Language Therapist, Occupational Therapist or Physiotherapist (CYPIT)
- Support for Learning team
- Autism Support Team
- CAMHS (Child and Adolescent Mental Health Service)
- Behaviour Support Team
- School Nurse/ Community Nurse
- Family Support Workers
- Education Welfare Officer

External services may be involved in supporting a pupil, advising on targets for their IPP and providing specialist input to support the individual's specific needs. Advice from external agencies may be sought if a pupil:

- Continues to make little or no progress in specific areas over a long period
- Continues to work at National Curriculum levels substantially below those expected of pupils of a similar age

- Continues to have difficulty in developing literacy and numeracy skills
- Has emotional problems which substantially and regularly interfere with their own learning
- Has sensory or physical needs, and requires additional specialist equipment or regular advice or visits, providing direct intervention to the pupil or advice to the staff, by a specialist service
- Has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning

Parental consent is sought before any external agencies are involved. The resulting support plan may incorporate specialist strategies which may be implemented by the class teacher but involve other adults.

## 5.14 Complaints about SEND provision

Complaints about SEND provision in our school should be made to the class teacher in the first instance.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

- › Exclusions
- › Provision of education and associated services
- › Making reasonable adjustments, including the provision of auxiliary aids and services

## 5.15 Contact details of support services for parents of pupils with SEND

We can provide details of the following support services:

Early Help Bracknell Forest

CAMHS Bracknell Forest

SEND Bracknell Forest

SENDIASS

## 5.16 Contact details for raising concerns

Please send concerns to [secretary@st-michaels-school.org](mailto:secretary@st-michaels-school.org) and they will be passed to the relevant member of staff.

## 5.17 The local authority local offer

Our local authority's local offer is published here: <https://www.bracknell-forest.gov.uk/children-and-family-services/special-educational-needs-and-disability/send-local-offer>

## 6. Monitoring arrangements

This policy and information report will be reviewed by the SENDCo **every year**. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board.

## 7. Links with other policies and documents

This policy links to our policies on:

- › Accessibility plan
- › Anti-Bullying
- › Behaviour
- › Equality information and objectives
- › Safeguarding

➤ Supporting pupils with medical conditions