

SEND policy and information report

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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
- Our SEND information report outlines details for parents/carers of children who have Special Educational Needs or a disability (SEND) and all those who support children with additional needs. This information outlines the support and provision you can expect to receive, if you choose Hardwick Green Primary Academy for your child.

Contacts details

Senior Leadership Team

Principal - Ms Kate Davies

Vice Principal - Mrs Amy Gee

SENDCo - Mrs Michelle White (NASENCo) - 01642 677968

SEND Governor

At Hardwick Green Primary Academy, we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. Some pupils find it much harder to learn than other pupils of the same age and need extra help, these children have Special Educational Needs (SEN).

Every teacher is a teacher of every child or young person including those with SEN

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

Local Offer

The Local Authority offer is available for all parents and carers to view on the Stockton Council web pages - www.stockton.gov.uk

Hardwick Green Primary Academy have their own school local offer and this is ready to view on the school website – www.hardwickgreen.eschools.co.uk

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:

Learning Difficulty means:

- have a significantly greater difficulty in learning than the majority of children of the same age; or
- have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in schools within the area of the local education authority.

Special educational provision means:

- for children of two or over, educational provision which is **additional to**, or otherwise **different from**, the educational provision made generally for children of their age in schools maintained by the LEA, other than special schools, in the area.

Special educational needs comes under four broad areas:

- ❖ Communication and interaction
- ❖ Cognition and learning
- ❖ Social, mental and emotional health
- ❖ Sensory and/or physical

This policy explains how we plan to meet those needs.

Please also see our Disability Equality Scheme and Access Plan.

4. Roles and responsibilities

4.1 The SENDCO

SENDCO is Mrs Michelle White (NASENCo)

They will:

- Work with the principal 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
- Liaising with all the other people who may be coming into school to help support your child's learning e.g. Speech and Language Therapy, Educational Psychology, ABC etc.
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned

- Work with the Principal and governing board 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
- Coordinating all the support for children with SEND and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Involve parents in supporting their child's learning and the support their child receives
- Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are records of your child's progress and needs.
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4.2 The SEND governor

SEN Governor is :

The SEND governor 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 principal and SENDCO to determine the strategic development of the SEND policy and provision in the school

4.3 The Principal

Principal: Ms Kate Davies

The principal will:

- Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability
- The day to day management of all aspects of the school, this includes the support for children with SEND.
- Will give responsibility to the SENDCO but is still responsible for ensuring that every child's needs are met.
- Will ensure that the training needs of the SENDCO and all other staff are met.
- Ensure the Governing Body are kept up to date about any issues in the school relating to SEND

4.4 Class teachers

Each class teacher is responsible for:

- High quality teaching of all children, including those with SEND.
- The progress and development of every pupil in their class and identifying, planning and delivering any additional help a child may need (this could be things like targeted work or additional support) and letting the SENDCO know as necessary.
- 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 that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

5. SEND information report

5.1 The kinds of SEND that are provided for

Hardwick Green Academy is a mainstream primary setting. We are fully committed to the provision of equal opportunity for all pupils, regardless of their ability or individual needs to enable them to meet their potential.

We support pupils with physical and medical needs, pupils on the autistic spectrum and with ADHD, pupils with emotional needs, pupils with communication and interaction difficulties and pupils who have more difficulty with learning than the majority of children of the same age. We believe that all our pupils should be valued equally, treated with respect and be given equal opportunities in all forms of school life.

In order to make consistent continuous progress in relation to SEND provision the school encourages feedback from staff, parents and pupils throughout the year. This is a continuous process including pupil reviews, parents' evenings, provision mapping and the analysis of data.

We endeavour to actively involve children and parents within the education. Our aim is to work collaboratively to achieve the best possible outcomes. This is done through the Cycle Plan and Therapy Plan systems we have in school, which are reviewed termly. We aim to prepare your child for adulthood and achieve outcomes that reflect their ambitions.

Class teachers and the SENDCO (Mrs White) are available to discuss your child's progress or any concerns you may have and to share information about what is working well at home and school so similar strategies can be used through the writing and reviewing of the children's Cycled Plan.

Mrs White (SENDCO) is available to meet with you to discuss your child's progress or any concerns/worries you may have.

All information from outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report. We are available to discuss this with you in school and explain where necessary.

Provision for your child will be reviewed regularly.

Homework can be adjusted as needed to suit your child's individual needs, extra support can be given in school as needed.

Home/School Diaries are sometimes used to support communication with you when this has been agreed to be useful.

We offer a highly differentiated curriculum to ensure your child is fully involved in learning in class. This may involve things like using more practical learning and the use of different resources and equipment including ICT.

The SENDCO or other Specialist Agencies may at times suggest specific strategies to be put in place to support your child to learn.

Your child will be monitored regularly to check for progress. Gaps in their learning / understanding will be identified and support put in place to help them make the best possible progress.

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 identify the needs of pupils as early as possible by gathering information from parents, education, health and care services and early years nurseries and other educational providers prior to the child's entry into the school. 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.

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

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

We use a number of additional indicators of special educational needs

- The highlighting of teacher concerns are recorded on a 'Cycle 1 plan' document which are shared with the SENCO and plan of support and actions are highlighted.
- Concerns from parents are explored by the class teacher and SENDCO
- Tracking individual pupil progress over time
- Information from previous schools on transfer
- Information from other services

The SENDCO evaluates the information presented and then decides if the child meets the criteria for authentic SEND or if we need to highlight this child as a child of concern and closely monitor the child's progress over a specific time with identified adaptations to provision. If after that period of time, following quality first teaching and appropriate precision intervention, the child continues to meet SEND criteria they would then be added to the SEND Support list. This list is reviewed each term. For some pupils a more in depth individual assessment may be undertaken by the school or other educational or health professionals.

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

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
- acknowledge and draw on parent knowledge and expertise in relation to their child
- ensure parents are informed of their child's special needs provision
- endeavour to establish effective communication between parents and school
- seek the views of the child and parents taking these into account when making decisions which affect their education
- promote effective partnership and involve outside agencies when appropriate

Notes of these early discussions will be added to the pupil's record and given to their parents.

We will formally notify parents when it is decided that a pupil will receive SEND support.

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 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 and 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 and professionals(ie. Educational Psychologist, Specialist Teacher, Speech Therapist, CaMHS etc..) may be needed for higher level need to gain specialised assessments.

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

In Key Stages 1 and 2 new children and parents are invited into school to meet with the Principal or Vice Principal. Here all the necessary information is collected and paperwork completed. Office staff or class teacher as appropriate (where contactable) will carry out liaison with the previous school. We will share information with all necessary staff and support put in as needed to ensure a smooth transition.

At points of transition, each individual child's needs are considered and then an appropriate transition plan will be put in place. This could include weekly sessions with their new class teacher, drop-ins to see the new teacher or creation of transition books for the children to take home and share with parents over the holidays.

The children also spend time in their new class prior to joining it.

Their new teacher will meet with the current teacher to share information. We use Cycle Plans to support transition within school and beyond.

Before joining secondary school, the SENDCO meets the secondary school SENDCO to share information and the children invited to visit their new school through an Enhanced Transition. We will agree with parents and pupils regarding the information we can share. Advanced planning for pupils in Year 6 is essential to allow consideration of appropriate options.

The SENDCo will liaise with colleagues from local schools with regard to the transition of pupils with SEND. Where there is an EHCP or an Early Help Assessment in place then secondary staff will be invited to annual review meetings and EHA review meetings in the summer term.

As with any pupil who leaves Hardwick Green Primary Academy pupil records will be sent to the new school within 15 days. If the pupil is a pupil with SEND, their name will be removed from the school's SEND register.

5.6 Our approach to teaching pupils with SEND

Graduated Approach - The Code of Practice suggests that pupils are only identified as SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching.

- teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.
- high quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND.
- Teachers use school assessment tracking systems to record the progress of all children and use these to monitor the effectiveness of interventions.
- For higher level need it may be necessary to gain specialised assessments from external agencies and professionals, ie. Educational Psychologist, Specialist Teacher, Speech Therapist, CaMHS etc..
- Pupils are placed on the register after following the Assess – Plan – Do – Review cycle.
- Assessment of a pupil – find strengths / areas of development
- Plan – complete a Cycle plan to reflect the additional provision to be put in place.

- Do – The provision for a pupil with SEND will include Quality First Teaching with the addition of differentiated lessons, specialist agencies and collaboration with parents and carers.
- Review – will take place on a termly basis, with all professionals within the school, parents, and other relevant professionals. The purpose is to look at what is working and what is not working in relation to the plan in place.

We will also provide the following interventions:

- Social Stories
- Phonic catch up
- BLAST
- Nurture Groups
- Reading / Writing intense support
- Maths / Numicon

5.7 Adaptations to the curriculum and learning environment

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

- Differentiating 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.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

5.8 Additional support for learning

We have a teaching assistant assigned for every class who are trained to deliver additional support and interventions the SENDCo and Class teacher deem necessary.

Teaching assistants will support pupils on a 1:1 basis or in small group sessions with specific targets to help the pupil make more progress. This type of support is available for any child who has specific gaps in their understanding of a subject/area of learning.

We work with the following agencies to provide support for pupils with SEND:

- The Educational Psychology Service which the school has an SLA with
- Speech and Language Service
- NHS OT service
- CAMHS
- Hearing Impairment Service
- Visual Impairment Service
- ABC – therapeutic counselling service which the school has an SLA with
- Early Help Team
- Preventions Team

For Pupils this would mean:

- They will have been identified by the class teachers/ SENDCO (or parents will have raised concerns) as needing more specialist input in addition to quality first teaching and intervention groups.
- Parents will be asked to come to a meeting to discuss their child's progress and help plan possible ways forward.
- Parents will be asked to give permission for school to refer their child to a specialist professional e.g. a Speech and Language Therapist or Educational Psychologist, ABC Therapeutic Services. This will

help all involved to understand a child's particular needs better and be able to support them better in school.

The specialist professional will work with a child to understand their needs and make recommendations, which may include:

- Making changes to the way children are supported in class e.g. some individual support or changing some aspects of teaching to support them better.
- Support to reach appropriate outcomes which will include their specific expertise and work towards the ambitions of the young person.
- A group run by school staff under the guidance of the outside professional e.g. a social skills group.
- The school may suggest that a child needs some agreed individual support in school. Parents will be involved in how the support will be used and what strategies will be put in place. This may include a modified curriculum for some individuals.

For children who need more support to overcome barriers to learning it may be necessary to:

One Point Application / Higher Needs Funding

- The school can request for Higher Needs Funding to be able to provide a higher level of support for your child within the setting. This requires the SENDCO to gather relevant information from all agencies involved and put forward a case to the Local Authority as to why your child requires additional funding to meet their needs beyond what the school is able to provide. This application requires consent from the parents. The Local Authority consider this information and if they feel your child requires a higher level of support they then provide the school with a banded amount of funding in order to meet your child's needs. These bands usually go from Band B to D in a mainstream school with band D being the highest amount of funding given to schools to support needs.
- Once this funding has been agreed then the school would put in place the appropriate support based on the information from all agencies involved.
- This funding is reviewed on a regular basis.

Education Health and Care Plan Request (EHCP)

- The school (or parent) can request that the Local Authority carry out a statutory assessment of a child's needs. This is a legal process, which sets out the amount of support that will be provided for a child.
- Parents and SENDCO will meet together to complete a Pupil Centred Planning Meeting and Education Health and Care Plan Request (EHCP request) which is paperwork designed to assess the level of need. It is designed to be a process, which keeps children at the centre of the assessment and involving parents and all agencies working with a child.
- After the school have sent in the request to the Local Authority (with a lot of information about a child, including some from parents), they will decide whether they think a child's needs (as described in the paperwork provided), seem complex enough to need a statutory assessment. If this is the case they will write an Education and Health care (EHC) Plan.
- The EHC Plan will outline long and short term goals for the child.
- An additional adult may be used to support a child with whole class learning, run individual programmes or run small groups. Children will still be part of the class, under the direct responsibility of the class teacher.
- This type of support is available for children whose learning needs are severe, complex and lifelong.

5.9 Expertise and training of staff

Our SENDCO has 15 years' experience in this role and has worked within all key stages throughout school.

They are allocated 12 hours a week to manage SEND provision.

We have a team of 8 teaching assistants, including 2 higher level teaching assistants (HLTAs) who are trained to deliver SEND provision.

In the last academic year, staff have been trained in Attachment Disorder delivered by ABC, Managing Challenging Behaviour, Safeguarding, SEMH support, Memory processing difficulties.

The school makes an annual audit of training needs for staff through the School Improvement planning procedure and Performance Management process. The school is allocated funding from the Standards Fund each year that it may use to meet identified needs. Particular support will be given to NQTs and other new members of staff.

We have a Senior Safeguarding Officer in school 5 days a week.

5.10 Securing equipment and facilities

Equipment recommended from other agencies eg. Laptops, chairs, exercise balls etc... for individual children will be purchased through funding from the child's EHCP or additional top up funding from the Local Authority.

Smaller equipment is purchased by the school and is available for all children to support their individual needs ie ear defenders, fidget objects, pencil grips, etc...

5.11 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 term
- The teacher's assessment and experience of the pupil
- Their previous progress and attainment and behaviour
- Other teachers' assessments, SEN Cycle Plans.
- The individual's development in comparison to their peers and national data
- Reviewing the impact of interventions after 6 weeks
- Using pupil questionnaires / views
- The views and experience of parents
- Monitoring by the SENDCO – learning walks
- Holding annual reviews for pupils with EHC plans
- Advice from external support services, if relevant

5.12 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 take part in sports day/school plays/special workshops, etc.

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

5.13 Support for improving emotional and social development

We provide support for pupils to improve their emotional and social development in the following ways:

- Pupils with SEND are encouraged to be part of the school council
- Pupils with SEND are also encouraged to be part of Nurture club to promote teamwork/building friendships etc..
- Pupils with significant emotional and social difficulties may be referred to our counselling service ABC

We have a zero tolerance approach to bullying.

5.14 Working with other agencies

Educational Psychologist to assess the needs of referred children and to provide recommendations of how to develop the provision to meet these needs. The EP work also supports school when requesting additional funding, Educational, Health and Care Plans or additional resourced provisions. School pay an SLA for 6 EP sessions per year.

Speech and Language Therapist: school can refer children to the team who will complete an initial assessment. All necessary therapy will take place in school or will be delivered by the class staff or our Communication Teacher.

CAMHS to assess children's social, emotional and mental health difficulties and then to provide school with advice about how to meet these children's needs in school. There are varied levels of effective working with CAMHS, dependent on the CAMHS key worker.

Hearing and Visual Impairment Team come into school every half term to monitor children. They will then give school recommendations to support the children.

Preventions are an agency which school occasionally works with when children are referred to their service to try to prevent children getting involved in criminal activity. School provide background information on the children and then meet regularly to hear updates on progress and to be given recommendations for strategies that school could implement.

ABC work in school 1 morning per week and deliver intensive therapeutic sessions for identified children. This has been an additional cost to school.

The EHA Team: school have utilized the Early Help Assessment (EHA is a system that is used to support families where a child has an unmet need) arrangement where all schools are allocated an EHA Team support worker. This worker has support school in particularly challenging EHA cases and offer help and advice.

5.15 Complaints about SEND provision

Complaints about SEND provision in our school should be made to the class teacher in the first instance. If you are not happy with the outcome you should then request an appointment with the SENDCo who will endeavor to They will then be referred to the school's complaints policy.

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

5.16 Contact details of support services for parents of pupils with SEND

Stockton has a Parent Partnership adviser who will be willing to help with any issues relating to SEND – Caroline Fell Tel. 01642 527158

SEN Code of Practice has been revised please click on this link to view.....

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

ICAN - <https://www.ican.org.uk/>

Talking Point - <http://www.talkingpoint.org.uk/teachers/supporting-needs-all-children>

ADHD - <https://www.adhdfoundation.org.uk/information/parents/>

British Dyslexia - <https://www.bdadyslexia.org.uk/parent>

National Autistic Society - <https://www.autism.org.uk/about/in-education.aspx>

5.17 Contact details for raising concerns

Principal – Ms Kate Davies

Acting Vice Principal – Mr Bloomsfield
SENDCO – Mrs White
SSO - Miss Howarth

5.18 The local authority local offer

Our contribution to the local offer is:

http://hardwickgreenacademy.co.uk/website/send_-_special_educational_needs_disabilities/298819

Our local authority's local offer is published here:

<http://stocktoninformationdirectory.org/kb5/stockton/directory/localoffer.page>

6. Monitoring arrangements

This policy and information report will be reviewed by Mrs Michelle White – 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
- Behaviour
- Equality information and objectives
- Supporting pupils with medical conditions