



SEN and Disability

Local Offer: Primary Settings

Mainstream, Short Stay Schools, Special Schools and Academies

Name of School: Highfield Community Primary School

School Number: 09510

Name of Person/Job Title	Lindsey Hackett (SENCo) Andrew Proctor (Headteacher)		
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Introduction

Highfield Community Primary School which was opened in 1918 and has always been one of the largest schools in Chorley. It is a well-maintained school which reflects our commitment to the safety and wellbeing of all pupils and staff at Highfield.

Our mission is to ensure that Highfield is a happy, safe and healthy school where we always enjoy learning together, respect and care for one another, make the right choice and take time to listen. We are proud to be at the heart of the community where everyone matters. Our mission statement is 'inspire, believe, achieve'. We believe this is at the heart of our school ethos.

Staff and governors at Highfield all work to a common set of values for the school. In every way, the children come first at Highfield, which drives our values to ensure:

- we provide a friendly, interesting yet calm place for the children to learn;
- all the children feel happy and secure in school;
- all the children to do their best in everything they attempt;
- we always strive for quality;
- the children have as many opportunities to succeed as possible;
- the children behave in a considerate, thoughtful way towards others and property;
- every child in school feels special, cared for and important.

The Special Needs Co-ordinator is Mrs L. Hackett

Updated September 2025
Mrs. L. Hackett

Accessibility and Inclusion

What the school provides

The school's policy on Special Educational Needs and Disability aims to provide full access to the National Curriculum for all pupils and to encourage success and participation for all pupils, whatever their level of ability.

The school is approached from a residential street where there is some street parking and a limited number of spaces outside the adjoining Nursery. There is no disabled parking bay. It is possible to access some parts of the school without negotiating any steps. However, there are several short flights of steps (approximately 2 in each) throughout the school along corridors within departments. Ramps are available for wheelchair access on these steps. The main entrance lobby is accessed via a ramp. In addition to normal toilet facilities, there is a disabled toilet with a changing bed available in a first aid room.

When appropriate, the school applies to the Local Authority for funding to purchase specialist access equipment for individual use by specific children e.g. A hoist or Braille machine. Similar applications could be made for other access needs e.g. hearing impairments.

Key school policies and other documents are available for all via the school's website and free copies of any policies are available at the school office upon request. These can be adapted e.g. enlarged print or in audio format if requested. We have several bilingual teaching assistants (Urdu/Gujrati and Romanian/Polish/Hungarian) employed in school enabling families where English is not their first language to access key school policies and documents. Parents and families who have additional needs are supported by members of the school staff. This may include reading documents, supporting with understanding of official paperwork (whether from within school or from other agencies) and possibly, in more complex cases, a referral to SENDIASS.

There is a variety of different height tables and chairs throughout the school and specific equipment is provided for children with disabilities, depending on their need.

Teaching and Learning

What the school provides

The school's policy on Special Educational Needs and Disability aims to identify pupils with SEND as early as possible and to make appropriate intervention through using appropriate teaching methods; to identify pupils of all ability who are underachieving and to act on this and to support pupils to make the best progress they can.

It is important that the school identifies pupils who experience difficulties accessing learning and general school life opportunities as early as possible. This is achieved through teacher observations throughout the school day and assessment of pupils' work. The progress of all pupils is tracked and reviewed on a termly basis. The SENCO liaises closely with the assessment co-ordinator to analyse data and individually track pupils who are experiencing difficulties. Teachers can also refer pupils to the SENCO for SEND support following the SEND Pathway. The SENCO will look at provision already provided and advise Class teachers on further strategies or refer children for external support. If further action is deemed necessary, the parents will be informed immediately. All identification criteria are in accordance with Lancashire Education Authority policy:

Despite appropriate, quality first teaching, intervention and differentiated learning experiences, taking into account the child's age and stage of development triggers for identification of a Special Educational Need could be:

- Little or no progress made when teaching approaches/learning styles are particularly targeted to improve the child's identified area of need;
- Working continues at levels significantly below those expected for a child of a similar age in certain areas of the Early Years Foundation Stage or in literacy and mathematics skills resulting in poor attainment in some framework or curriculum areas;
- Communication or interaction difficulties which create barriers to learning and specific interventions are needed;
- Sensory or physical problems create barriers to progress despite the provision of personal aids or specialist equipment;
- Persistent social, emotional and / or behavioural difficulties which are not improved by the techniques normally employed in the nurturing environment of the school.

If, following several weeks of additional support, the child continues to experience difficulties, the school may, with parental permission, ask the advice of external agencies such as edPsychology Solutions and Bridge Speech Therapy (SALT). Additionally, some children receive support from our National Health Service colleagues eg Speech Therapy, Occupational Therapy, Child & Adolescent Mental Health Services etc. Any plans shared with the school by these agencies are carried out by staff within school in liaison with the appropriate agency.

For a very small minority of children with significant special educational needs there may be a need to consider a statutory assessment. A child needing a statutory assessment would have clearly identified complex, long-term and enduring SEN or Disabilities usually identified at birth or within the early years which will have a

significant impact upon their ability to access the Early Years Foundation Stage / National Curriculum. In these cases, the SENCO will apply for a formal assessment to the LEA.

We have the equivalent of approximately 20 full-time teaching assistants (TAs) working across the 11 classes in school (8 mainstream classes and 2 SEN Unit classes). One of our mainstream classes is an SEND EYFS classroom, meeting the needs of those children, mainly in reception, who have complex SEND needs. This enables additional support to be deployed where and when the need arises including in-class support and the one-to-one delivery of Individual Targets. We also have Pastoral support where children who have been identified as having social and emotional needs are supported through Elsa sessions.

Some children need extra equipment to support their learning; this could be from a simple pencil-grip aid, to writing slopes, coloured overlays to individual work-stations. All of these are available in school, in limited numbers.

Many of our current TA staff have been trained to support children with Special Educational Needs including Dyslexia, Precision Teaching Methods, Nurture, Behaviour Management, Autistic Spectrum Disorders, Visual Impairment Awareness, Moving and Handling, delivering Physiotherapy Programmes, Makaton. Continuing Professional Development is offered to all staff and specific training will be made available to support individual children if necessary.

Access arrangements for SATs tests are in line with DfE guidelines which are issued which year. i.e. When children meet the prescribed criteria for extra time, rest breaks, a reader (for maths), a scribe, enlarged print or 'live voice' for mental maths tests etc. Additional provision (staffing and resources) is mapped across the school and updated on a regular basis. This ensures that skills and resources are allocated to meet the needs of all children appropriately.

Highfield Community Primary SEN unit is for children from 5-11 years who have Autistic Spectrum Disorder/Speech, Language and Communication Needs.

All pupils who attend Highfield SEN Unit will have been previously assessed by professionals and the Local Authority and have been issued with an Education, Health and Care Plan. The nature of teaching at Highfield SEN Unit is inclusive and fully promotes and enables all pupils to achieve their full potential; to learn to be healthy, sociable and tolerant of differences and disabilities, and promotes equality of opportunity whatever the child's special educational needs. At Highfield children are able to learn in a positive, nurturing and secure environment; enjoy coming to school and make excellent progress.

Reviewing and Evaluating Outcomes

What the school provides

It is the responsibility of the Headteacher, through class teachers to monitor the support and provision for pupils with SEND in their care. This work is co-ordinated by the school's SENCo.

For all children with SEND (except those with an Education and Health Care (EHC) Plan or Statement, SEND Support Plans will be in place. For most children, the class teacher and SENCo will make more detailed arrangements for a programme of support, including Individual Targets which will be written and monitored by the class teacher following an initial PIVATS assessment, with support from the SENCO when required to provide Specific, Measurable, Attainable, Realistic, Time-based (SMART) targets.

For children who have support from external agencies, provision should involve the expertise of the external professionals and agencies. Any advice (written or verbal) will be included in the pupil's support programme. There may be some direct input and advice from a specialist teacher from within the LEA or from other agencies such as the Educational Psychology Service, Speech and Language Therapy etc.

For pupils with an Education and Health Care (EHC) Plan, everything we provide is detailed in their Statement or Plan. An annual review (6 monthly for under 5s) will be carried out by the school along with the LEA. Parents and external agencies are strongly encouraged to attend. Transfer reviews in Year 5 are used to begin to establish the parent's choice of high school in order to assess the arrangements prior to the transfer. An additional review will be arranged in the Summer Term of Year 6, when a high school place has been allocated, and the high school SENCO invited.

For all children with Special Educational Needs, the class teacher and SENCO will liaise closely and make special arrangements in the class. This may involve grouping, a special programme of work, modified tasks, different seating arrangements or extra adult attention.

All targets will be monitored by the class teacher and new targets will be set as soon as it is appropriate.

Throughout the school, children's progress in maths, reading, writing and phonics is assessed every term. All of this information is monitored and evaluated to ensure that provision for all children is matched to their needs.

Progress is measured in different ways, depending on the needs of the child. For instance, this may be through formal or informal assessments before and after a programme of intervention or through observation of a child's interactions with their peers. If progress not as good as expected, the type of support is changed and adapted until progress is improved.

Keeping Children Safe

What the school provides

All activities within and outside school are covered by a risk assessment. These are carried out by the Headteacher, Deputy Headteacher and/or the Lancashire County Council. Additional risk assessments are carried out for specific children with advice from appropriate agencies, depending on their needs. For example, for a child with a physical difficulty (PD), this may include advice and/or an environmental audit from Occupational Therapy, Physiotherapy or a special teacher for children with PD. Risk assessments for school trips are also monitored by the Governing Body and Lancashire County Council. All reasonable adjustments are made to ensure children with Special Educational Needs and Disabilities are able to access a full range of activities safely. This may include additional TA support, 1:1 if necessary.

There is sufficient Welfare Staff within the school to support children with Special Educational Needs and Disabilities at playtimes and lunch times.

Highfield Community Primary School is a small, close-knit, nurturing community with a strong ethos. All children are taught about bullying, friendships and staying safe through a combination of age-appropriate PSHE (Personal, Social, Health Education) lessons, computing curriculum and whole-school assemblies. Character Values such as courtesy, kindness and courage are a half termly focus and are discussed in assemblies and displayed in classrooms and children are encouraged to both follow these values and recognise others who also display these values during the school day. Learning skills such as curiosity, resilience and team work are also focussed on half termly.

In accordance with legislation, the school has a Designated Senior Person (DSP) and 3 deputy DSL's to deal with issues related to Child Protection and Safeguarding.

The school's anti-bullying policy is available on the website and copies may be obtained from the office on request.

Health (including Emotional Health and Wellbeing)

What the school provides

The school has a variety of policies which cover health, safety and wellbeing issues eg Medicines in School Policy, Accident / Incident Report Procedures Policy, Evacuation Procedures Policy etc

Any medicines in school are kept in a locked cupboard in the office.

The school's Single Equality Policy is available for free on the website and via the school office on request.

For individual children with specific needs, Care Plans are written at a meeting between a member of the school's staff, the child's parents, the child (when appropriate) and the School Nurse. Any new adults coming into school go through a short induction in accordance with the school's Induction Policy to ensure they are made aware of any particular needs.

All staff within school have all had First Aid training which is updated on a 3 yearly cycle; 2 members of staff have also had specialised Paediatric First Aid training. Additionally, staff receive training to deal with specific difficulties, when the need arises e.g. how to deal with a diabetic child or the use of Epi-Pens.

School deals with medical issues through a graduated response. Minor issues are dealt with by trained school staff but we would always err on the side of caution if it was felt that an illness, injury or medical attack was more serious and contact the emergency services. School will always try to contact parents/carers in these instances so it is *really* important that the office has up to date contact details including home and mobile telephone numbers.

There are no health or therapy services based in school but several services do come into school to assess, monitor or provide therapy for specific children, with parental permission.

Communication with Parents

What the school provides

The school's policy on Special Educational Needs and Disability aims to develop partnerships with parents and carers in the education of their child and to involve parents and pupils in the review process.

Highfield Community Primary is a small school so it is relatively easy for parents to know who's who but there is also a list of names and roles on the website. Parents can contact school in a variety of ways: In person via the office or by talking to staff who are available via class dojo. We will do our best to meet with parents as the need arises but we encourage you to make an appointment via the office, particularly if you have an issue to discuss that may take some time.

The SENCo works part time at Highfield Primary but she can be contacted via the school office or via email: senco@highfieldcps.co.uk if parents have particular concerns.

To keep parents informed, we have information on our website, newsletters which go out weekly, two parents' evenings a year and one annual report which enables parents to give written feedback. We have 'Class Dojo' where daily learning and messages are shared with parents. We also hold annual open days for prospective and current parents. Parents are also invited to our celebration assemblies where children showcase their achievements. Each year we ask parents to complete parental questionnaires where feedback from these is analysed and acted upon where appropriate.

For children with long-term, complex needs, it may be appropriate to request a statutory assessment of their needs. This is a long and complicated process but school will guide parents through each step. We would also encourage parents to accept a referral to the Parent Partnership Service SENDIASS. Their aim is 'to inform, support, assist and enable parents or carers, of children with special educational needs or disabilities, to obtain the best possible educational outcomes for their child'. More information is available here:

<https://lancssendias.org.uk/>

Working Together

What the school provides

Highfield Community Primary aims, through its ethos, to provide a safe, nurturing environment in which all pupils achieve their full potential and have the skills and confidence to meet the challenges of the future.

We have a School Council which is made up of representatives from Year 3 to Year 6, voted for by their classmates. KS1 and EYFS have Year 6 representatives. ALL children from these classes are eligible to serve on the School Council including children with Statements of Special Educational Needs and this has often been the case at our school.

We have a place for a parent governor and elections for these positions take place on a 4-yearly cycle or when a vacancy occurs.

When children join the school, we make a Home – School Agreement to help parents to understand the parameters and expectations in school. Reasonable adjustments are made to ensure all children are included in all school activities, both on and off site; this may involve additional adult support (1:1 if necessary), depending on the needs of the child.

In accordance with our policy for Special Educational Needs and Disability (SEND), the school's governing body monitors the Headteacher, SENCo and staff in meeting the needs of children with SEND.

What help and support is available for the family?

What the school provides

To support pupils and their families, the school liaises with all relevant specialist agencies such as family and medical centres, CAMHS, paediatricians, speech therapists, occupational therapists, school nurse etc.

In some cases, school or one of the other agencies may complete a Early Help Assessment form with parents. This is an assessment and planning tool which is used to gather information about children and families in one place to help the family to decide what type of support is needed. More information for families about the process is available here:

<https://www.lancashire.gov.uk/practitioners/supporting-children-and-families/early-help-assessment/>

Sometimes, an early help assessment meeting is called to continue the system of support for the family. These are usually held in school and parents will always be involved. The school office manager will support parents with online school applications if they do not have access to computer or internet at home. The school office manager, Headteacher and/or SENCo will help parents/carers to complete forms and paperwork when necessary and by signposting to agencies such as Sure Start or the school nurse. In more complex cases, we would encourage parents to accept a referral to Lancashire SEND Partnership.

Information, advice and guidance for families of children with SEND is available via <https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/shaping-send-together/lancashire-send-partnership/>

Transition to Secondary School

What the school provides

To support all the year 6 children with their transition to high school, a member of staff from each of the receiving secondary schools visits them and meets with their class teacher. All children are invited to attend open days at their new school in the summer term. Some high schools offer Summer School activities which we would encourage children to attend, especially if they have additional needs.

Additional visits to their new school will be arranged for pupils with SEND, supported by school staff; these usually take place in the summer term; the number of additional visits will depend on the needs of the child and the receiving school. The SENCOs and current Year 6 teacher(s) of the two schools will make sure all relevant inclusion information is transferred to ensure a smooth transition. This may be at a meeting and parents may be invited if requested. EHCP Annual Reviews will take place in Year 5 to set targets for KS3.

Extra Curricular Activities

What the school provides

After school care is available at Highfield Children's Centre 'Cool Kids Club' from 3:30pm until 6pm during term time. This is run separately by Highfield Children's Centre and further information can be obtained from the Highfield Children's Centre on 01257 262556. Annual costs are available on request.

We have a breakfast club on site starting at 8am offering cereal and hot bagels. We also have after school clubs. Our clubs are currently free of charge, thanks to funding from Sports Premium and Pupil Premium, and are open to children regardless of Special Educational Need or Disability, with reasonable adjustments. Additional school staff are on duty to support SEND pupils, as necessary especially if clubs are run by external agencies.

This is a selection of the clubs we have had in previous years:

Football

Choir

Cricket

SATS Booster

Food Tech

Reading Club

Rounders

netball

Drama	Tennis
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