

# SEND Policy

## Document Control – Policy Amendments

Date	Version	Summary of Changes	Reviewer/s
September 2025	1.0	Adapted from 2024-2025 policy. Appendix added to include details of Inclusion Team staffing. Added to ALT template.	Gemma Angier

## Policy Review

Next Review Date:	September 2026
Ratified by:	
Date Ratified:	
Dissemination	This policy will be made available to all school employees

*Throughout this policy, 'parents' refers to parents and carers.*

## 1. Introduction

At Kingsfield Primary School, we are committed to providing a high quality, broad and balanced curriculum for all children; the National Curriculum is the starting point for all children's learning.

At some time during their school career, a child may have particular learning needs which require additional or different provision. All staff recognise that every child has gifts, abilities and areas needing development, which need to be adequately addressed by their class teacher. We believe that "every teacher is a teacher of every child or young person including those with SEN" (Nasen, 2014) and, in line with the SEND Code of Practice 0 – 25 (2014) class teachers are responsible for the learning and progress of all children. The school's SENDCO and Inclusion Team (Appendix 1) support teachers and pupils with additional provision and strategies to support all pupils to make progress.

This policy ensures that curriculum planning for children with special educational needs and disabilities takes account of the type and extent of any difficulties experienced by the child. The school will ensure that parents/carers are involved in decision-making, where necessary and possible, about SEND provision being made for their child.

All children with special educational needs and disabilities (SEND) will be admitted to the school in line with the school's agreed Admissions Policy, as identified in the school prospectus.

The Disability Discrimination Act identifies the fact that some pupils with disabilities may have learning difficulties that call for special educational provision. However, not all children defined as disabled, or those with medical conditions will necessarily require this provision. A child with asthma or diabetes, for example, may not have special educational needs, but may still have rights under the Disability Discrimination Act. We will assess each child as required, and make the appropriate provision, based on their identified needs.

## 2. Aims of this policy

We aim to:

- Raise the achievement of all children;
- Promote the self-esteem and motivation of all children, enabling full access to the life of the school and opportunities offered;
- Identify children's additional needs as early as possible and implement appropriate support;
- Listen to children's views and involve them in planning their education;
- Work in partnership with parents and external agencies to ensure effective support is provided.

## 3. Objectives of this policy

The above aims will be realised in the school environment as follows:

- The curriculum, for those with additional needs, will be fulfilled by breaking down work into smaller steps so that the level of the task matches the ability of the child and

enables them to make progress from their individual starting point. This may mean that children access intervention groups to support their learning at their ability level.

- All pupils will have access to a broad and balanced curriculum using appropriate learning objectives from the school's curriculum.
- Specific individual needs will be taken account of at the planning stage for all learning.
- Various grouping arrangements will be used to create opportunities for children to take on different roles and to access learning at the appropriate level.
- The SENDCo and class teachers will organise effective use of people, interventions, resources and time to maximise the learning of all children.
- The school will liaise with other agencies e.g. Specialist Teaching Team, Educational Psychologists, Health and Social Care, Education Welfare Service and any voluntary organisations to provide more specialist support where the school feel there is sufficient need and the child meets the different agencies' thresholds for involvement.

## 4. Key personnel

**Headteacher:** Mrs Nicola Harradine

**Assistant Headteacher responsible for SEND:** Miss. Gemma Angier

Contact with the SENDCo should be made through the school office: 01354 692323 or [office@kingsfield.cambs.sch.uk](mailto:office@kingsfield.cambs.sch.uk).

## 5. Compliance

This policy complies with the statutory requirement set out in the SEND Code of Practice 0-25 (2014) and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE (September 2015)
- SEND Code of Practice 0 – 25 (2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting Pupils at School with Medical Conditions (September 2017)
- The National Curriculum in England, Key Stages 1 & 2 (July 2014)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards (December 2021)
- Privacy Notices from Active Learning Trust (last updated 2021)

## 6. Identification of need

Children with special educational needs have learning difficulties that call for extra provision to be made. All children may have special or additional needs at some time in their lives. Children have a learning difficulty if:

- They have significantly greater difficulty in learning than the majority of children of the same age;

- They have a disability which prevents or hinders them from making use of the educational facilities of a kind generally provided for other children of the same age in schools within the area of the Local Educational Authority.

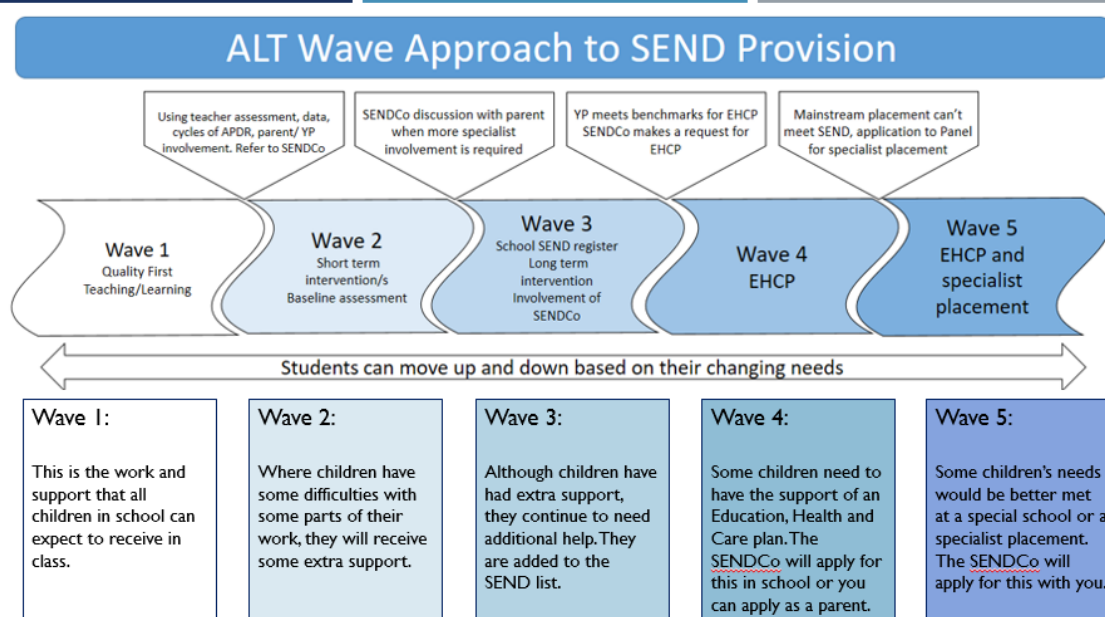
Many of the children who join us have already been in early education. In many cases, children join us with their needs already assessed. However, all children are assessed when they enter our school so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all of our children.

The needs of all individuals and groups will be met by:

- Setting suitable learning challenges within a broad and balanced curriculum, for all children. Including the provision of intervention groups to support children with learning where they are in need of additional support;
- Responding to pupils' diverse learning needs;
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils.

## 7. The Graduated Response Model

The school will use the graduated response as laid out in the SEND Code of Practice 0 – 25 (2014) as follows:



Using teachers' assessments and discussions with parents, the SENDCo and class teachers will meet half termly to discuss the provision needs of the pupils in their class at **Wave 1**, **Wave 2** and **Wave 3** and **Wave 4** levels for the wave model and support offered). Consideration will be given to the academic achievement, the progress made and the mental and emotional resilience demonstrated by each pupil including the behaviour exhibited in school and reported behaviours from home.

Where these meetings identify children who are making less than expected progress for their age and individual circumstances, the SENDCO and class teacher will consider **Wave 2 support** regardless of whether they are deemed to have a SEND. Such rates or levels of progress are defined as:

- *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.*

*(SEND Code of Practice 0 – 25, 2014, p95)*

A pupil will be deemed to have Special Educational Needs “where their learning difficulty calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age.” *(SEND Code of Practice 0 – 25, 2014, p94)*. A pupil's Special Educational Need will be identified in discussion with parents and, where appropriate, with pupils.

At Kingsfield Primary School, we will endeavour to identify pupils with SEND at an early stage in their education, although we recognise that some pupils' needs will only become evident as they develop.

Where a pupil is identified as having a Special Educational Need or Disability, their needs will be categorised as per the SEND Code of Practice 0 – 25 (2014) into the following four headings:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or Physical Needs

These will be used to identify the appropriate action to be taken by the school, rather than to label the child. The needs of the whole child will be used to determine additional provision.

We recognise that some pupils' progress and attainment is affected by factors other than a Special Educational Need. For example:

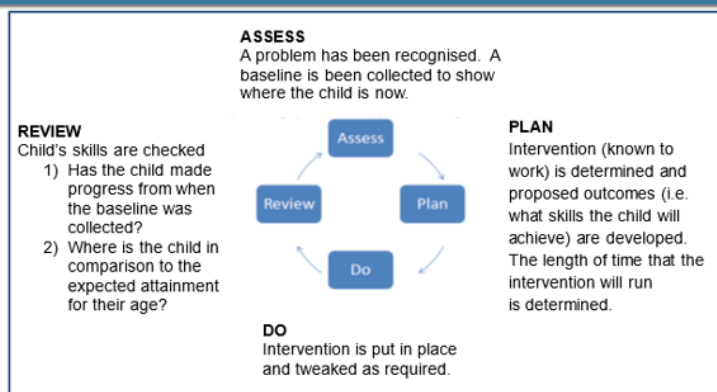
- Their attendance and punctuality;
- Their health and welfare;
- Having English as an Additional Language (EAL);
- Being in receipt of the Pupil Premium Grant;
- Being a Looked After Child (LAC);
- Being a child of service personnel.

## 8. Assess-Plan-Do-Review

The school uses the **ASSESS – PLAN – DO – REVIEW (APDR)** model outlined in the SEND Code of Practice 0 – 25 (2014).

### ASSESS-PLAN-DO-REVIEW

Where a child has been identified to have SEND, staff meet with parents to complete planning for an Assess-Plan-Do-Review (APDR) cycle where appropriate targets and interventions are identified. Staff will implement these in school before meeting with parents to complete a review. Where possible, children will be involved in this process.



Where a child has been identified as have SEND, support will be put into place as follows:

- The class teacher will remain responsible and accountable for the progress and development of the pupil. They will continue to provide high quality teaching and learning opportunities that are differentiated to the needs of the individual pupils;
- The class teacher and SENDCo will meet to discuss the individual needs of the child and to discuss possible strategies and intervention groups to support the child on a half-termly basis;
- The class teacher will meet with the parents of the child to discuss the strategies to be used in school and strategies that could be used at home. This will be recorded on an Assess-Plan-Do-Review document which will be reviewed on a termly basis. A Pupil Passport will also be completed to support staff across the school to use appropriate strategies and understand individual children's needs;
- The SENDCo will deploy appropriate support through intervention groups or individual support from trained teaching assistants and will monitor the quality of that provision;
- Regular feedback between class teacher and intervention staff will ensure continuity in learning for the child;
- The SENDCo will keep records of the progress made through interventions and will track the cost of these;
- The class teacher will use formative assessment strategies to monitor progress made towards targets and adapt where necessary. This will take place at least fortnightly.

Following review meetings between teachers and parents, the SENDCo will review the impact of interventions and strategies used to date. Where adaptations are required the SENDCo and class teacher will discuss these and make adjustments to the provision. It may be decided that further investigation is required by the school SENDCo in identifying specific difficulties whereby in-school assessments will be used.

Where the SENDCo and class teacher, in consultation with parents, feel that further advice or input is required, the SENDCo will refer the child to an external agency via the Early Help Form procedures.

All forms of intervention begin with an entry assessment and end with an exit assessment allowing for direct comparison thus enabling the SENDCo to measure the impact of interventions on the progress of children undertaking the intervention. The impact of interventions is reported to Governors on a termly basis.

## 9. Managing pupils needs on the SEND Register

The SENDCo will keep an up-to-date list of pupils who are deemed to have SEND including the category of need which best describes the pupils' needs. This will be reviewed half termly following the meetings held with class teachers.

All pupils on the SEND register will also be categorised by the level of support received: either **SEN Support** or **Education Health and Care Plan**. This information will also be stored on the Trust's information management system (Arbor) and shared with the government as required for census submissions. Please refer to the Trust and School's privacy notices for further information.

A pupil categorised as receiving **SEN Support** may only be supported by school via Assess-Plan-Do-Review cycles or they may have involvement from an external agency.

Where a pupil has been identified as having complex SEND and requires significant additional provision which exceeds the cost of £6000 (payable from the school's designated funding), the school may consider requesting assessment for an Education Health Care Plan (EHCP) to secure additional funding to continue to provide higher levels of support. Parents may make their own request for assessment for an EHCP.

Where the SENDCo, class teacher and parents agree, pupils on the SEND register who make expected progress for their needs and learning ability and no longer require provision that is additional to and different from that of their peers, will be exited from the SEND register.

*When a pupil is removed from the SEND register, he/she will be added to the school "monitoring" register for 2 school terms. During this time the class teacher and SENDCO will monitor the child's progress and attainment ensure this is in line with the child's needs and learning ability.*

## 10. Supporting pupils and families

Parents can find information about how the Local Authority seek to support families via the school website or by following the link: [www.cambridgeshire.gov.uk/send](http://www.cambridgeshire.gov.uk/send)

Parents may also wish to read the school's SEN Information Report which is published annually and can be found at: <https://kingsfieldprimary.org/safeguarding/sen-d/information-report>. This document will inform parents about the types of provision and identified needs currently in place as well as the progress that children make in our school.

The school works with a variety of external agencies to ensure children and families receive the support they need.

At points of transition (i.e. between classes or moving from nursery to primary school, or primary school to secondary school, or between primary schools), the school offer additional support to parents of pupils with SEND: the SENDCo can, where necessary, support parents to visit alternative settings, e.g. special schools or secondary schools, to discuss their child's specific requirements.



Pupils will also be offered additional visits to their new setting and opportunities to discuss and develop strategies for dealing with the changes.

## 11. Supporting pupils at school with medical conditions

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some children may also have SEN and may have an EHCP which brings together health and social care needs, as well as the special educational provision and the SEND Code of Practice 0 – 25 (2014) is followed.

For more information regarding supporting pupils with medical needs see the school's Medical Conditions Policy.

## 12. Monitoring and evaluation of SEND

There are a number of processes in place to ensure the quality of provision and the equitable application of the SEND policy.

The Governing Body will monitor, evaluate and review the provision for pupils with special educational needs. The governor(s) with a special interest in special educational needs and inclusion will meet with the SENDCo at least twice a year to consider the following success criteria:

- The effectiveness of the school in meeting all children's SEN;
- Any child's SEN are identified early;
- Intervention groups comply with best practice;
- The wishes of the child are taken into account;
- Educational professionals and parents work in partnership;
- Assess-Plan-Do-Review cycles are reviewed regularly;
- Equal access to school activities for all pupils;
- The extent to which standards have improved generally across groups of children with SEND;
- Numbers of children who move between different levels of the graduated response, including the number who are removed from the Special Needs List.

The Governing Body will receive a brief report from the named governor on the outcomes of these meetings.

The SENDCo:

- Observes all Teaching Assistants delivering interventions to monitor the quality of intervention teaching available. Feedback is given and follow-up observations are used where provision is considered to 'Require Improvement'.
- Line manages Teaching Assistants supporting children with SEN through appraisal target setting and review.

- Attends School Leadership Team meetings weekly to discuss issues arising and to enable whole-school planning for provision.
- Monitors the planning for (including weekly plans and pupil learning plans) and scrutinises the books of children who are in receipt of additional provision.
- Agrees all Pupil Learning Plans and Assess-Plan-Do-Review cycles, including strategies and provision, before these are finalised.
- Monitors books and planning to check strategies in the Pupil Learning Plans and Assess-Plan-Do-Review cycles are being used.

The Headteacher:

- Discusses and agrees the provision map.
- Monitors and compares progress and attainment of all groups.
- Line manages the SENDCo and holds to account through appraisal target setting and review.

### 13. Training and resources

Governors will allocate funds to meet the needs of pupils with special educational needs to the sum of £6000 per child. When a child requires a sum greater than £6000 per year to meet their needs, the SENDCO will request assessment by the local authority for an EHCP.

The Inclusion Team are a highly trained team of teachers and TAs who deliver support and intervention across the school. They maintain high levels of training to ensure that the quality of intervention reflects best practice.

New staff to school will have an induction meeting with the SENDCo to discuss the needs of the children throughout the school, school policy and practice and pupils with specific needs that the staff member may encounter.

The SENDCo attends regular briefings and network meetings in order to keep up-to-date with local and national updates in SEND.

Teaching and Learning resources are available from the SENDCo but are stored throughout school. The SENDCo manages the budget allocated by the governors for SEND consumables and for the Inclusion Team.

Teaching Assistants will be allocated to support provision in year group teams. Class teachers within a year group will consider the best use of TA time and allocate accordingly. There is an expectation that TAs will support children from classes across year groups rather than be based in a particular class. Where needed, additional support may be allocated to a particular year group to provide support for individual children or groups of children with particularly complex special needs and disabilities.

The SENDCo will provide appropriate and relevant training to all Teaching Assistants through regular TA briefings. These briefings will also allow for TAs to raise any concerns or issues with the SENDCo and seek support.

The SENDCo will determine the school provision map and allocate spaces to provisions and interventions accordingly.

## 14. Storing and managing information

The SENDCO will hold central records relating to pupils with SEND. This will include copies of all Pupil Learning Plans, Assess-Plan-Do-Review cycles, EHCPs, Early Help Forms and advice from external agencies. Where appropriate school based assessments will also be kept. These files will be locked in the filing cabinet in the SENDCO's room. Electronic files will be kept securely on Provision Map, software created by Edukey.

## 15. Reviewing the policy

This policy will be reviewed annually by staff, a parents and governors.

## 16. Accessibility

See the school's accessibility plan for detailed information.

## 17. Complaints

Complaints under this policy fall under the school's General Complaints Procedure, which as a general rule promotes informal resolution of difficulties before more formal procedures are required.

Where parents wish to make a complaint about the handling of a decision made by the local authority, for example in a request for statutory assessment or assessment for EHCP, separate procedures apply. Advice for parents can be sought from the local authority or from SENDIASS. Links to SENDIASS and other forms of support for parents are held in the SEN Information Report on the school website.

## Appendix 1 – The Inclusion Team

The Intervention Team constitutes the following staffing:

- 1 x Assistant Headteacher with responsibility for SEND (SENDCo)
- 1 x SEN Higher Level Teaching Assistant
- 1 x Diagnostic Assessment Teaching Assistant
- 1 x Speech and Language Teaching Assistant
- 1 x Thrive Practitioner
- 1 x Drawing and Talking Teaching Assistant
- 1 x Wellcomm Teaching Assistant

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