

Our Local Offer for Special Educational Needs and/or Disability

Please click the relevant words on the wheel to be taken to the corresponding section.



Please see the following page for information on this setting's age range



Our Local Offer for Special Educational Needs and/or Disability

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Name of Setting	Leighton Academy
Type of Setting <i>(tick all that apply)</i>	<input checked="" type="checkbox"/> Mainstream <input type="checkbox"/> Resourced Provision <input type="checkbox"/> Special <input checked="" type="checkbox"/> Early Years <input checked="" type="checkbox"/> Primary <input type="checkbox"/> Secondary <input type="checkbox"/> Post-16 <input type="checkbox"/> Post-18 <input type="checkbox"/> Maintained <input checked="" type="checkbox"/> Academy <input type="checkbox"/> Free School <input type="checkbox"/> Independent/Non-Maintained/Private <input type="checkbox"/> Other (Please Specify) <input style="width: 100px; height: 15px;" type="text"/>
Specific Age range	2-11 years
Number of places	Nursery –65 and Main school - 418
Which types of special educational need do you cater for?	<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <input checked="" type="checkbox"/> We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support. </div> <div style="width: 45%;"> <input type="checkbox"/> We are an inclusive setting that offers a specialism/specialisms in </div> </div> <div style="border: 1px solid black; height: 150px; margin-top: 10px;"></div>

Questions from the Parent/Carer's Point of View:

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Identification**How will you know if my child or young person needs extra help? (IRR)**

Children with SEND are identified as early as possible within our setting. Initial identification is usually through comments or concerns brought by parents, or school staff working directly with the child. These concerns may be based on the pupil's general wellbeing, their emotional or behavioural presentation, their progress in comparison to their peer group, or their profile against recognised characteristics of specific forms of SEND. School staff receive a regular programme of training to support them in the identification of SEND, and there is information on the school website to support parents with this. Early identification is paramount, and therefore staff working in school monitor the children's progress carefully on a termly basis through regular pupil progress review meetings which are led by the senior leadership team; class teachers have the opportunity to discuss issues raised at the pupil progress meetings with a member of the SEN team

After initial identification has taken place and support given, any further concerns are discussed with the school SEN Team. The SEN team and teaching staff would then discuss these concerns with those working with the pupil, the pupil's family and the pupil themselves. This discussion focuses on the desired outcomes for the child, and looks at what provision might be necessary to enable the child to reach those outcomes. Depending on the level of the child's needs, the decision may be made to offer class based support approaches, for example advice may be offered to the class teacher in order to support differentiation for the pupil. For some pupils, in addition to the class based support approaches, a package of out of class interventions may be offered. Those pupils with the highest levels of need may be referred to other agencies for further advice and support. The SEN team keeps a record of pupils requiring additional/SEND support in order to monitor the progress of these pupils, and to plan for provision across the school.

What should I do if I think my child or young person needs extra help?

If you have concerns about any aspect of your child's education the first port of call should be your child's class teacher. Class teachers are often available at the end of the school day and are happy to make appointments if you require a longer discussion. The class teacher may then seek the involvement of the school SEN team. Alternatively the school SEN team can be contacted directly, either at the end of the school day, or via the email addresses provided on the website.

Where can I find the setting/school's SEND policy and other related documents?

The school's SEND policy and other relevant policies can be found on the school website by following this <http://www.leightonacademy.com/>

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Teaching, Learning and Support

How will you teach and support my child or young person with SEND?

The school teaches pupils with SEND in accordance with the Cheshire East Area Wide Offer (available at www.cheshireeast.gov.uk/localoffer).

It is our aim that all children are given the opportunity to access appropriate learning opportunities in an inclusive manner. Our priority is the provision of high quality class teaching which is differentiated to meet the needs of all our learners. Class based approaches may include alternative forms of recording work, visual prompts, small group or individual teaching etc. Class teachers and support staff are supported through regular professional development opportunities in differentiating learning opportunities for the learners in their class.

The school has a wide range of intervention programmes available to support children who require support which goes beyond class based approaches. Some of these intervention approaches are published or commercially available packages of support, such as Individual Reading programmes delivered by trained Reading Recovery teachers, Talking Partners Programme, etc. Others are bespoke/personalised approaches based on best practice guidance, for example social skills groups and emotion coaching sessions.

For those with significant or complex needs, the school seeks the advice of specialists, for example Speech and Language Therapists, Physiotherapists, play therapists and Occupational Therapists. In some cases these specialists may work in school with the child, or school staff may attend therapy sessions out of school with the pupil.

Where additional levels of support are required, a personalised support plan (School support plan, SSP) is created, which will outline the provision available to each child and will be available to parents. In addition, parents will be fully involved in the planning of support for their child and will have the opportunity to discuss their child's progress at regular parent-teacher meetings. There is also the opportunity to contact the school SEN team via email or in person to discuss pupil's needs in more detail.

How will the curriculum and learning environment be matched to my child or young person's needs?

All class teachers take responsibility for meeting the needs of all learners in their class by differentiating the learning. Where pupils have SEND, class teachers will be aware of the pupil's areas of strengths and weaknesses, and will make every effort to accommodate these. For example, for learners with literacy difficulties, the class teacher may provide personalised spelling banks, or for those with language processing differences, visual supports may be used to accompany auditory information. Systems are in place to ensure information regarding pupils with SEND and medical needs is shared with all staff including supply teachers. Where learners are working at an attainment level below that of their peer group, class teachers adapt teaching to ensure that gaps in learners' knowledge are covered, for example by re-visiting objectives covered in previous year groups. We aim to encourage independence in all learners and this is promoted by ensuring that independent work tasks are matched as far as possible to the strengths of the learners. For those learners who require a more specialist approach to learning, class teachers are encouraged to discuss approaches to differentiation with specialist staff in school, for example the SEN team (who are all Reading Recovery trained teachers), or the pastoral support team. All additional provision for pupils with SEND is overseen by the school SEN team, and monitoring of these pupils' progress takes place at regular SEN meetings held between class teachers and the SEN team.

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Teaching, Learning and Support

How are the setting, school, or college’s resources allocated and matched to children or young people’s needs?

In order to ensure that quality first teaching approaches, which are the first wave of provision for learners with SEND, are used fully in each classroom, a proportion of the SEND budget is used towards class based provision. This may take the form of additional physical resources in classrooms e.g. additional computers, alternative seating etc. For those requiring provision additional to class based approaches, funding facilitates the school’s “menu” of intervention programmes. In some cases it may also be used to provide additional human resources e.g. teaching assistants, therapists etc. Funding is matched to the provision required to enable pupils to achieve specified outcomes (i.e. outcome identified in discussion with teachers and parents or on Education Health Care Plans (EHCPs)). The SEND budget is the responsibility of the Principal and SENCO and regular discussion and monitoring takes place to ensure that resources are allocated appropriately and cost efficiently.

How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis?

When children’s needs are initially identified a discussion takes place between teachers, parents and pupils. At this meeting desired outcomes for the pupil will be discussed and the provision or support the pupil needs to meet those outcomes will be agreed. School staff are usually best placed to provide advice on the nature of the support/provision needed, but occasionally the school seeks the support of other agencies to advise on this. Parents and pupils will be fully involved in decisions about support and provision, and any decisions to implement provision which is different from or additional to that received by the majority of children are made in conjunction with parents and pupils. If there are differences of opinion about the nature of support required the school may seek the advice of external agencies to support the decision making process.

How will equipment and facilities to support children and young people with SEND be secured?

The school possesses a range of equipment and facilities (e.g. differentiated reading material) to support pupils with SEND and the school SEN team make strategic decisions about the allocation of these resources based on the needs of pupils. Additional resources are obtained as and when required. Where more specialist personalised equipment is required (e.g. fine-motor skills equipment, audio equipment, specialist seating) the school SEN team liaise with the relevant external advisory services (e.g. Autism Team (CEAT); Educational Psychology Team (EPs); Community Paediatricians; Speech and Language Therapy Service) to seek advice on the best options for the procurement of these. Parents will be involved wherever possible in these discussions.

How will you and I know how my child or young person is doing and how will you help me to support their learning?

School staff have high expectations for all learners. Monitoring of progress takes place on a day to day basis by class teachers, and they are often best placed to identify where progress is falling or excelling. For learners with the most significant needs, regular contact with families takes place. Contact takes the form of communication through a home school diary or a conversation with a member of staff. Formal monitoring of progress takes place termly in the form of a pupil progress review meeting held between class teachers and senior leaders. Information about pupil progress is shared with parents at Parents Evenings which are held termly and via the school reports to parents which are sent home termly. For learners with SEND, first concerns plans and school support plans will be

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Teaching, Learning and Support

discussed with parents at parent-teacher meetings, and for those with EHCPs, an annual review will be held. Parents are welcome to seek additional appointments to discuss their child's progress as required, and class teachers are often available for informal discussions at the end of the school day. The school also offers a range of parent support sessions throughout the year such as information evenings regarding literacy and numeracy. The school's Pastoral team also offer parenting advice.

How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education?

Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil's opinions are sought at a level which is accessible to the individual. For some learners this might mean that they are supported to attend meetings with professionals; for others this might mean enabling them to contribute to meetings without actually attending (e.g. opinions expressed via written or scribed means). Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them at any meetings. We recognise that there is sometimes a need to protect pupil's self-esteem, and that it may not always be appropriate to highlight to the pupil the range of their difficulties; in these circumstances, pupil involvement is carefully planned with those who know the pupil best, i.e. families and those working closely with them.

How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND?

The school's SEN team, along with the Principal and other members of the leadership team undertake regular monitoring of pupil progress and of the effectiveness of provision. There are opportunities to work closely with a cluster of schools and various outside agencies which enables opportunities for consultation and continuing professional development. The success of intervention programmes in school is monitored carefully to ensure they provide high quality outcomes and remain good value for money. The individual opinions of pupils and parents regarding the effectiveness of support are sought and collated to inform decisions about future provision.

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Keeping Students Safe and Supporting Their Wellbeing

How do you ensure that my child or young person stays safe outside of the classroom?

Pupil safety is paramount. Information about pupils with SEND is communicated to relevant school staff, which outline any areas which may pose a risk to the pupil. Where risks are identified measures are taken to limit these. Where a significant risk is identified, a risk assessment would be carried out, and/or outside agency advice sought, and if needed, plans would be put in place, such as an Individual Health Care Plan, Risk Assessment or Safer Moving and Handling plan. If required, additional support will be provided for unstructured times of the day. For any off-site visits, the school adheres to Cheshire East offsite risk assessment procedures, and if necessary individual risk assessments would be carried out and shared with parents.

What pastoral support is available to support my child or young person’s overall well-being?

PASTORAL

We recognise that pupils with SEND can experience a range of social and emotional issues. As well as a whole school focus on social and emotional wellbeing through our PHSE teaching we offer a range of interventions, to address specific issues as they arise. We recognise that for some pupils, social and emotional factors can be complex, and therefore we seek to ensure that the provision we offer in this regard is highly personalised, and is generated through discussion with pupils and their families. We also have available a range of assessment tools to support us in tracking and monitoring pupil’s self esteem and confidence e.g. Boxhall and SDQs

FRIENDSHIPS

All children in school are supported to develop relationships with their peers. For those pupils who find this most difficult there are alternative arrangements at play and lunchtime where play skills can be actively taught or modelled by staff or play leaders. We also offer a range of personalised social skills activities, and our pastoral team are available to support pupils and families in a holistic way.

PEER / SIBLING SUPPORT

It is sometimes appropriate for us to offer support to the peer groups/siblings of pupils with SEND. Sometimes this takes place in an open and frank manner, enabling peers to ask questions and learn about the needs of their class mates (e.g. circle times). At other times this takes a more general form such as working with the class on celebrating diversity. We also hold whole school assemblies which address some of the key areas of need within our school.

BULLYING

The school holds a clear position on bullying, and all pupils are taught to distinguish bullying from isolated acts of unkindness. There are a range of assemblies and whole school events linked to anti bullying, and class teachers are vigilant in monitoring the children’s behaviour for indications of bullying. Some pupils act as anti-bullying ambassadors and have special training for this. Where bullying is suspected, personalised support measures are put in place for both victims and perpetrators which take into account the needs of all the pupils involved. The school uses the Kiva process to gather evidence, assess and support pupils through this in KS2.

How will the setting, school or college manage my child or young person’s medicine or personal care needs?

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Keeping Students Safe and Supporting Their Wellbeing

ADMINISTRATION OF MEDICATION

We are aware that some children with SEND also have medical or personal care needs which require attention during the school day, including the administration of medication. Our usual protocol for the administration of medication is that, following signed parental consent, pupils attend the school office where medication is kept in a locked cabinet. Medicine is then usually administered in the presence of 2 members of staff who sign to acknowledge correct administration.

In some cases pupil's medication may be more appropriately stored and administered in their classroom (e.g. asthma inhalers). When this is applicable, a clearly identifiable safe place in the classroom is chosen.

TOILETING

Staff in school are experienced in supporting pupils to become independent in their toileting, and we would seek in the first instance to support toilet training programmes in place at home. Where toilet training is not appropriate, pupils are encouraged to take as much responsibility as possible for their toileting. For those pupils who wear nappies or continence pads, we request that parents provide us with the appropriate equipment as well as a spare change of clothes in case of accidents. We work closely with families and where appropriate seek the advice of the continence service when meeting pupil's toileting needs. If needed an Intimate Care Plan will be put into place and shared with parents.

PRIVACY AND DIGNITY

For some of our pupils it is most appropriate for medical care to take place in private (e.g. toileting, injections, bodily application of creams etc.), and arrangements for this are made based on the context of the pupil's needs. For other pupils, medical care may take place within the daily routine of the classroom (e.g. administration of Movicol or ensure drinks given at snack time). Where this occurs close adult supervision is maintained to ensure the safety and dignity of all pupils.

For those pupils with toileting needs, every care is taken to ensure the pupil's dignity, particularly in the case of older pupils e.g. use of disabled toilet facility, or allowing pupils to use the toilet at quieter times of the school day.

SHARING OF MEDICAL INFORMATION

We use a password protected integrated information management system for all electronic data in school which highlights pupils' SEND and medical needs to all staff who log into the system. Information about pupil need is viable to staff alongside academic data. Information about the medical and personal care needs of pupils is noted. Where information is required in greater or more personal detail the location of this information is shared. For those pupils with more complex medical needs, health care plans, produced in discussion with parents / carers and health professionals are used and these are securely stored. For those pupils with medical conditions which can present with medical emergencies, a clear and detailed plan is made alongside parents and carers detailing the procedure to be followed in the event of an emergency.

MEDICAL APPOINTMENTS

Where pupils need to take extended periods of time off to attend medical appointments, parents are encouraged to discuss how best to support the pupil with any missed work with the class teacher in the first instance. Sometimes it is appropriate to provide additional "catch up work" for completion at home; at other

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Keeping Students Safe and Supporting Their Wellbeing

times it is possible to arrange for appointments to coincide with subjects in which the pupil is stronger. Wherever possible the school will work flexibly to support pupils who miss work due to unavoidable medical appointments or through illness.

TRAINING

Staff undertake regular first aid training and several staff are trained annually by the school nurse in the administration of rescue medication such as for epi pens; also rescue medication training for epilepsy by a specialist nurse when required. It may be necessary, on other occasions, for school to seek out relevant training to address the specific needs of pupils.

What support is available to assist with my child or young person's emotional and social development?

Personal Social and Emotional wellbeing is at the heart of our curriculum, and class teachers address this through regular sessions in class. Staff promote an environment in which positive personal relationships can flourish, and seek to support children in managing their emotions and relationships on a day to day basis. For those requiring further support, the school employs a Pastoral and welfare manager, who may work individually with children or may support pupils in a more holistic way (e.g. family support, peer support etc.). We have a range of interventions to support pupils experiencing difficulties with emotions or relationships.

What support is there for behaviour, avoiding exclusions and increasing attendance?

The school has specific policies for behaviour, exclusions and attendance <http://www.leightonacademy.com/page/school-policies/1622>

BEHAVIOUR

The school has a clear behaviour policy which is implemented consistently. Where pupils are unable to follow this policy or require additional support with behaviour a range of measures are used to support them in adhering to the school rules. For some pupils this involves alternative arrangements at key "trigger points" during the day, for others this may involve a "time out" arrangement enabling pupils to find a designated safe space at times of stress. A key focus of the school in supporting pupils whose behaviour challenges is to firstly understand this behaviour. We use a system of recording and analysing behavioural incidents, in order to try to find patterns in behaviours. When these are identified we then seek to implement strategies to support pupils in avoiding the repetition of these behaviours. Our focus is on proactively avoiding behaviours, deescalating emotional incidents, and supporting pupils to change their own behaviours. We work flexibly in response to pupil behaviour, and aim to find creative strategies to support pupils in managing their behaviour.

EXCLUSION

It is very rare that we would consider exclusion for any pupil.

ATTENDANCE

We take active steps to improve attendance. Our Pastoral and Welfare manager works closely with families where attendance is of concern to find holistic ways to improve the situation.

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Working Together & Roles

What is the role of my child or young person's class teacher?

The class teacher has the overall responsibility for pupils' learning and their day to day well-being in school. They are the first port of call for pupils and parents, and act as a hub for information about the pupil. Class teachers are expected to plan and deliver appropriate learning opportunities for pupils, and to ensure that any resources in place to support pupil learning are used efficiently.

Who else has a role in my child or young person's education?

The Principal oversees the running of the school, ensuring that all elements of a pupil's education are in place.

The school SENCO has responsibility for co-ordinating the provision for pupils with SEND. They may work individually with pupils, or carry out assessments where required, and will usually host formal meetings such as annual reviews.

In addition to the class teacher and SEN team pupils may come into contact with the following:

- The Pastoral and Welfare manager has responsibility for ensuring the pastoral needs of pupils are met (parental consent required for regular planned contact).
- External agencies or specialists may provide additional advice and support. Their involvement will always be with the consent of the parent / carer.

There are also a large number of support staff (teaching assistants) working in school. Many of these are highly skilled and experienced. Some of these staff run intervention programmes under the guidance of the teaching staff; others work in classrooms supporting pupils. For pupils with the highest levels of need, an additional adult may be assigned to work with the pupils. For pupils with the highest levels of need, an additional adult might be assigned to work with the pupil on a 1:1 basis. Some of these pupils will be assigned a key worker in addition to the class teacher who will act as a hub for information about the pupil.

How does the setting, school or college ensure that information about a child's SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?

Systems are in place to ensure information regarding pupils with SEND and medical needs is shared with relevant staff including supply teachers. All class teachers and relevant school staff will have access to a copy of the first concerns, school support plans and EHCPlans and there are regular opportunities to discuss the content of these.

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Working Together & Roles

What expertise is available in the setting, school or college in relation to SEND?

All school staff have a good awareness of SEND through regular staff meetings etc. Regular meetings are held to enable staff to work with the SEN team to develop their practice in relation to the specific needs of the pupils in their classes.
 The SEN team are all Reading Recovery trained teachers and have qualifications in dyslexia.
 The Pastoral and welfare manager has undertaken a wide range of relevant professional development opportunities, and has an enhanced knowledge of pastoral care. There is a 'pastoral team' in school who meet to update and share information.

Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)?

The school has close links and works with a wide range of outside agencies according to the current needs of pupils within school and the availability of support from agencies; these may include Physiotherapists, Occupational Therapists, experts from the Cheshire East Autism Team, the Educational Psychologists and Speech and Language Therapy Services (SALT). Where appropriate, we organise multi-agency meetings to discuss pupil's needs (e.g. Early Help Assessments) and aim to ensure good communication with these groups in order to meet the need of pupils and their families.

Who would be my first point of contact if I want to discuss something?

Your first point of contact should be your child's class teacher. The two SENCO's are also available to support you in matters relating to SEND.

Who is the SEN Coordinator and how can I contact them?

The school SEN Team are - SENCo - Mr Nick Jones – jonesn@leighton.cheshire.sch.uk
 Mental Health Lead – Mrs Lucy Schofield – schofieldl@leighton.cheshire.sch.uk

Contact details can be found on the school website or by telephoning the Academy 01270 814016

What roles do your Local Advisory Board (LAB) have? And what does the SEN LAB member do?

The school LAB have responsibility for ensuring the quality of provision across the school. There is a designated LAB member for SEND, and regular discussions between the SEND LAB member and SEN team take place to monitor progress of pupils with SEND.

How will my child or young person be supported to have a voice in the setting, school or college?

Every effort is made to ensure that the opinions, thoughts and feelings of our pupils are an integral part of any plans made about their education. Pupil's opinions are sought at a level which is accessible to the individual. For some learners this may mean that they are supported to express their views in alternative formats. Younger or less able children are given the opportunity to contribute their ideas in discussions which take place with a familiar adult who acts as an advocate for them. There is a school council, made up of pupils who meet regularly and to share the views of their class, pupils with SEND are represented within this group.

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Working Together & Roles

What opportunities are there for parents to become involved in the setting/school/college and/or to become LAB members?

Parents are encouraged to take an active role in the setting. Many parents volunteer in school e.g. hearing reading, accompanying trips and visits etc. There are opportunities to join the PTFA who organise events and fundraise on behalf of the school. Parent LAB members sit on the LAB and when their term of office expires, details of how to stand are advertised in the school newsletter.

What help and support is available for the family through the setting, school or college?

We recognise that there can be a huge amount of paperwork as a parent of a child with SEND. The SEND team in school, provides support to parents as required. This may be completing forms with parents, or signposting them to agencies who can help further. Information about parent support groups is shared with parents in a number of ways throughout the school year: the school newsletter, website, e mail system, Facebook page, Twitter and via a termly parent partnership magazine and termly parent meeting sessions.

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Inclusion & Accessibility

How will my child or young person be included in activities outside the classroom, including trips?

As an inclusive school setting we seek to ensure that all pupils regardless of need are able to attend enrichment opportunities such as after school clubs, school visits etc. Therefore we work creatively and flexibly to make relevant adaptations to enable pupils with SEND to attend. For example, this may mean offering support to pupils attending after school clubs, booking accessible accommodation for residential visits etc. We have a range of out of school clubs and activities which change from time to time (details available on the Leighton Academy website), all of which are available to every pupil regardless of need. For those pupils whose very high levels of need mean that the standard out of school activities on offer are inappropriate we seek to liaise with families about suitable alternatives (for example a day visit in place of an overnight residential).

How accessible is the setting/school/college environment?

Is the building fully wheelchair accessible?

Details (if required)

Access is available to all rooms from at least one door

Are disabled changing and toilet facilities available?

Details (if required)

Located in the Year One area

Do you have parking areas for pick up and drop offs?

Details (if required)

Most parents are not encouraged to come onto the school site in cars but we do have designated disabled parking spaces

Do you have disabled parking spaces for students (post-16 settings)?

Details (if required)

n/a

The school makes every effort to provide reasonable adjustments to ensure that its facilities are accessible. Our access plan can be found on the Academy website <http://www.leightonacademy.com/9/key-information/category/7/academy-policies>. Pupils with SEND are supported to access the facilities available to their peers, providing additional adult support for sports sessions etc. Where required the school seeks to make reasonable adjustments to the auditory and visual environment for those learners with sensory impairments.

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Inclusion & Accessibility

We aim to personalise communication to suit families. For those who find it difficult to access written documents we communicate in person, by phone, text or virtual meetings.

Some of our higher needs pupils may use a total communication approach (signs, symbols and speech). In order to support these pupils, some pupils in school are familiar with some basic signs from the signalling system (Makaton).

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Transition

Who should I contact about my child/young person joining your setting, school or college?

For information regarding admission to our setting please email the main school office (admin@leighton.cheshire.sch.uk) who will discuss this process with you.

How can parents arrange a visit to your setting, school or college? What is involved?

We offer a range of transition visits for new reception pupils and home visits for nursery pupils; however we encourage the families of pupils with SEND to arrange a separate visit with the school SENCO so that information which specifically relates to the child’s requirements can be shared. This can be arranged by contacting the school.

How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting)

ENTRY

Prior to entry to our school, it is usual for families of pupils with SEND to visit for an informal tour of the school with a member of the school SEN Team. For pupils who will be able to access mainstream learning opportunities, information from this meeting is then shared with the prospective class teacher. For those pupils with a higher level of need, if it is agreed at this point that the school is able to meet the pupil’s needs, a multi-agency meeting is usually held. This meeting is an opportunity for families and professionals to share information about the pupil and for actions to be set to ensure the pupil is appropriately included. Following this meeting, the school considers the provision necessary and if appropriate, takes steps to acquire any resources needed to implement the provision. The action plan is then reviewed either prior to entry or shortly after. Prior to entry to school a range of transition measures are in place. This is personalised to meet the needs of the pupil but may include visits to the setting and a transition pack containing relevant photos etc.

TRANSITION TO NEW SETTINGS

Wherever possible we prepare pupils for transition to new settings in a manner most appropriate to the individual. For some pupils this takes the form of additional visits to the new setting; for others this may be working through materials which address key aspects of the new setting. Some of our pupils benefit from lengthy transition work, whereas others find an extended transition stressful, and require a shorter introduction. We work closely with families at this time to ensure consistency of information. We have good links with our local high schools and work closely with the staff from those settings. We also have close links with many of the local specialist settings and can advise parents and families when making a decision about secondary provision.

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Additional Information	
What other support services are there who might help me and my family?	
<p>The school SEN Team contact details are available on the website link. Alternatively, the pastoral and welfare manager (contact details on website) in school can provide details of further support for families.</p> <p>Parent partnership can be accessed by following this link</p> <p>www.ceias.cheshireeast.gov.uk/home.aspx</p> <p>(https://www.cheshireeast.gov.uk/schools/parents/parent_partnership.aspx)</p>	
When was the above information updated, and when will it be reviewed?	
Annually from September 2015, updated Spring 2022	
Where can I find the Cheshire East Local Offer?(IRR)	
From 1 st September 2018, the Cheshire East Local Offer can be found at www.cheshireeast.gov.uk/localoffer	
What can I do if I am not happy with a decision or what is happening?(IRR)	
<p>As a school we encourage parents to address any worries or concerns promptly initially with the class teacher, and then if they are unable to help, with a senior member of staff such as the SENCO or the Principal. In the vast majority of cases we find that by talking things through we are able to find solutions to most problems. However, if after discussing your concerns with these people, you remain unhappy with any aspect of the school's performance our complaints procedure can be found here http://www.leightonacademy.com/page/school-policies/1622</p> <p>Guidance on what to do if you are unhappy with a decision made by the local authority regarding a pupil's SEND can be found in the Cheshire East Local Offer (available at www.cheshireeast.gov.uk/localoffer).</p>	