



# Margaret McMillan Nursery School and Children's Centre

Hornsey Rise  
Islington  
N19 3SF  
020 7281 2745  
[www.margaretmcmillan.islington.sch.uk](http://www.margaretmcmillan.islington.sch.uk)

## Special Educational Needs and Disability (S.E.N.D.) Policy and Schools Information Report

### Aims of the policy

- To work within the Special Needs Code of Practice.
- To offer a broad and balanced curriculum with as much access to the Foundation Stage curriculum as possible, within the day-to-day nursery setting.
- To monitor and review individual needs of children, enabling early identification and to facilitate early intervention.
- To ensure that all children with SEND engage in all activities and are fully included.
- To identify an effective system which ensures the early identification of SEN.
- To identify systems and strategies that are effective and flexible in response to changing need.
- To have a positive approach, building on children's strengths and taking into account their wishes in the light of their age and understanding.
- To ensure all staff working with a child with SEND are aware of the child's needs.
- To involve parents in a positive working relationship.
- To work in partnership with outside agencies.

### Definition of the term special educational need

This policy accepts the definition of SEND as set out in the **SEND Code of Practice 2015**. It reflects the approach to, and arrangements for, SEND outlined in the **Children and Families Act 2014**.

A child has special educational needs if they have a learning difficulty which calls for special educational provision to be made for them.

A child has a learning difficulty if they:

- (a) have a significantly greater difficulty in learning than the majority of children of the same age
- (b) have a disability which prevents or hinders the child 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.
- (c) is under five and falls within the definition at (a) or (b) above or would so do if special educational provision was not made for the child.

A child must not be regarded as having a learning difficulty solely because the language or medium of communication of the home is different from the language in which they are or will be taught.

Special educational provision means:

- (a) for a child of two or over, educational provision which is additional to, or otherwise different from, the educational provision made generally for children of the child's age in maintained schools, other than special schools, in the area. [*Education Act 1996, Section 312*]

## **Responsible Persons**

The 'responsible person' for SEND is the Head Teacher Karen Smith. The person co-ordinating the day-to-day provision of education for pupils with SEND is the SENCO, Bonnie Mendoza.

## **Admission and Inclusion**

All staff in the school are teachers of children with Special Educational Needs. As such Margaret McMillan Nursery School adopts a 'whole school inclusive approach' to SEND that involves all staff adhering to a model of good practice. The staff of the school are committed to identifying and providing for the needs of all children in a wholly inclusive environment.

All children with SEND are afforded the same rights as other children in terms of their admission to school.

## **Access to the Curriculum**

The Curriculum will be made available for all pupils, including those with identified SEND. Where pupils have SEND, a graduated approach will be adopted, that of a "assess, plan, do review" cycle. The school will, in other than exceptional cases, make full use of school resources before drawing on external support, as outlined in the Local Offer.

The school will make provision for pupils with SEND to match the nature of their individual needs. The Key Person and SENCO will keep regular records of the pupils' SEND, their targets, the action taken and the outcomes.

There will be flexible grouping of pupils so that learning needs may be met in individual, small grouping or whole class contexts.

The curriculum will be differentiated to meet the needs of individual pupils. Teaching styles and flexible groups will reflect this approach.

Curriculum tasks and activities may be broken down into a series of small and achievable steps for pupils who have marked learning difficulties.

## **Providing the Graduated Approach: SEND Support**

The school offers a differentiated curriculum which allows children to develop at their own pace within Age Related Expectations of the Early Years Foundation Stage (EYFS). Where children show signs of difficulty in any area, we use a four-step cyclical process '**Assess, Plan, Do, Review**' approach. This enables us to assess what the child knows, understands and can do, as well as to identify any learning difficulties. The cycle ensures that a child's needs are continuously assessed, support is planned and implemented, and the effectiveness of that support is regularly reviewed and adjusted.

### **Assess**

- Identify the child's needs and potential barriers to learning.
- Gather information, including observations and parental concerns.

### **Plan**

- Define clear targets for the child, alongside parents.
- Decide on the necessary support and resources, including who will provide it and when?
- Create a Short Term Plan (STP) and one page Support Plan to support the child's needs, where appropriate.

### **Do**

- Implement the support, strategies and interventions for the child.
- This can involve all staff but also involve external agencies or specialists where required, with specific support from the SENCO.

### **Review**

- Monitor and evaluate the effectiveness of the support and the child's progress towards their targets.

- Hold review meetings with parents and carers at least 3 times a year.
- Use the review meeting to inform the next assessment and planning cycle.

Following assessment, we will put a plan in place (Provision Mapping, an Individual Short Term Plan / Support Plan) detailing appropriate interventions, such as:

- Classroom organisation and management
- In-class support
- Small group work
- Behaviour modification programmes
- Use of specialist equipment
- Alternative teaching strategies
- Small language/ social groups
- Sensory activities

The plans will be outcome focused.

The resources deployed to help the child achieve the agreed outcomes will be captured in their Short Term Plans. Parents and children, where appropriate, will be involved in developing the plan.

The plan will also set out review arrangements.

Where more than one agency is involved, the school, in discussion with parents and other agencies, may initiate an Early Help assessment to assist assessment and planning.

Identification, assessment, planning, intervention and review of children with SEND will be undertaken by all staff, with advice and support from the SENCO where needed. Appropriate records will be maintained based on continuous assessment.

Additionally, the progress of any child receiving exceptional needs funding, or with a Statement / EHCP will be reviewed annually.

### **Parent Participation**

The school will actively seek the involvement of parents in the education of their children. It is recognised that it is particularly important with pupils who have SEND where the support and encouragement of parents is often the crucial factor in achieving success.

Parents will always be kept informed about the special educational needs experienced by their children, in accordance with the recommendations outlined in the SEND Code of Practice. Communications between the parent and the school will be consistently maintained. We will always discuss with parents and gain consent before we seek support from an external agency.

The school will work to ensure that children, appropriate to their understanding, are aware of their own needs and the targets in their Plans. We will encourage all children to be independent learners and to work towards a positive progression to adulthood from the earliest stage.

### **Multi-agency working**

Regular liaison is maintained with the following external agencies:

- Outreach Support Services, e.g. hearing or visual impairment teachers
- Educational Psychologist
- Child Adolescent Mental Health Service (CAMHS)
- Therapists, e.g. speech and language, physiotherapists and occupational health therapists
- Other Health Service Professionals, e.g. dietician, community nursing team, Health Visitor, GP
- Bright Start family support

**Arrangements for the Treatment of Complaints:**

The school has a complaints' procedure which can be accessed via the main office.

**Workforce Development**

In-service training needs related to special educational needs will be identified by the Headteacher/ SENCO in consultation with the staff and will be incorporated into the staff development plan.

**Relationship to other policies**

This policy should be read in conjunction with the policies on teaching and learning, the school curriculum, equality and assessment, recording and reporting. The accessibility plan and School Information Report are integral to this policy.

## Schools Information Report

Margaret McMillan Nursery School and Children's Centre, like all schools in Islington, is committed to meeting the needs of all pupils including those with special educational needs and disabilities (SEND). Our expectation is that children and young people with SEND will receive an education that enables them to make progress so that they:

- achieve their best
- become confident individuals living fulfilling lives
- make a successful transition into adulthood, whether into employment, further or higher education or training

We will use our best endeavours to make sure that a pupil with SEND gets the support they need – this means doing everything we can to meet the pupils' special educational needs.

### About this Information Report

This report answers some of the most frequently asked questions about the school and special educational needs. The format and information in this report have been developed through:

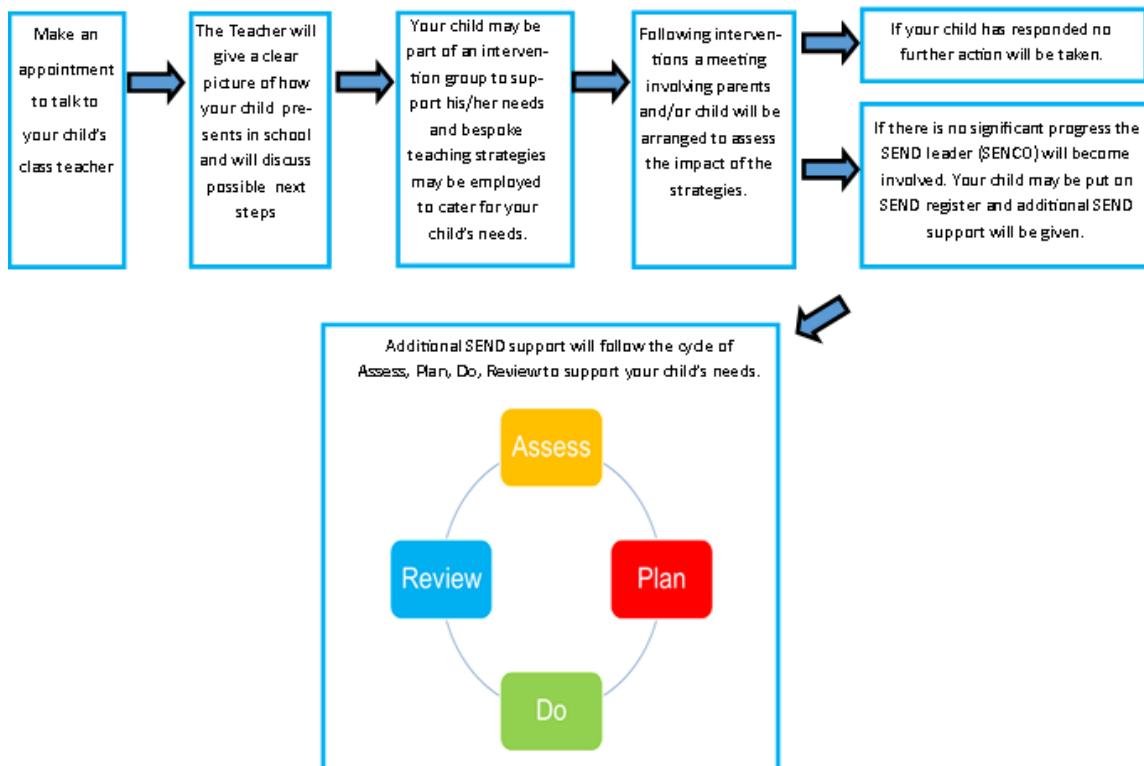
- consultation with local parents and carers by Islington Council in April 2014
- ongoing feedback from parents and carers and school staff at Margaret McMillan Nursery School

We will review and update this information report regularly to reflect changes and feedback. The date for the next annual review of this report is September 2026.

If you need any more information please see our SEND Policy or contact our SENCO (Bonnie Mendoza) on: 0207 281 2745.

### What do I do if I'm concerned about my child?

*SEND is defined as any education or training provision which is additional to or different from that generally made for others in mainstream schools*



For more information on how Assess, Plan, Do, Review works watch this short

video: <https://www.youtube.com/watch?v=1lsJveEuMHc&feature=youtu.be>

## Frequently Asked Questions

### 1. What kinds of Special Educational Needs (SEND) does the school cater for?

Margaret McMillan Nursery School is a maintained nursery school and Children's Centre and welcomes children and young people with SEND in one or more of the following areas:

- **Communication and interaction**

e.g. speech, language and communication needs (SLCN) Autism Spectrum Condition (ASC), Asperger's Syndrome

- **Cognition and learning**

e.g. Specific learning difficulties (SpLD), moderate learning difficulties (MLD), severe learning difficulties (SLD) global developmental delay, dyslexia, dyscalculia and dyspraxia, profound and multiple learning difficulties (PMLD)

- **Social, emotional and mental health difficulties (SEMH)**

e.g. attention deficit hyperactive disorder (ADHD), depression, eating disorders, attachment disorder

- **Sensory and/or physical needs**

e.g. vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) or Cerebral Palsy (CP), epilepsy. The building is fully accessible to pupils with mobility difficulties.

- **Medical needs**

Where pupils have medical needs and special educational needs, we will plan and deliver education provision in a co-ordinated way with their healthcare plan if they have one. We will also follow the statutory guidance on supporting pupils at school with medical conditions.

### 2. What are the school's policies for the identification and assessment of pupils with special educational needs and disabilities (SEND)?

All of our teachers and staff teach children with SEND. All of our staff recognise the importance of identifying SEND early and adapting effective provision quickly. The identification and assessment of SEND is built into the school's approach to monitoring the progress of all pupils.

We assess each pupil's skills and levels of attainment when they first come to the school. This builds on the information from the child's previous early years or school where appropriate, and provides us with information we need to monitor their progress. It also ensures that we discover any areas of difficulty early on. Where children already have their SEND diagnosed or identified, we will work closely with the family and our partners to make sure we know as much as possible about the child before they start at the school.

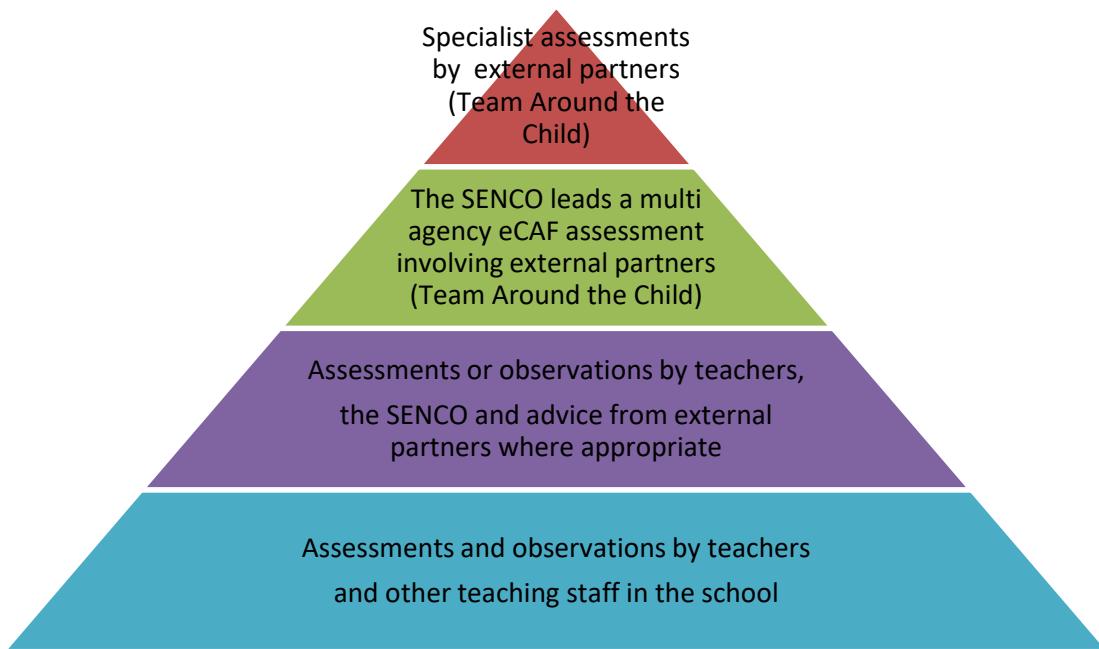
Teachers are supported by the Senior Leadership Team to regularly assess pupils' progress. This helps us to see any pupils whose progress:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better their previous rate of progress
- fails to close the attainment gap between them and their peers

Where assessments show that a child is not making adequate progress, our first response is to make sure there is high quality teaching in place. Making high quality teaching normally available to the whole class is likely to mean that fewer pupils will require additional support.

If their progress continues to seem to be delayed, the teacher/ staff will work with the family and the SENCO to carry out a clear analysis of the child's needs and identify if they need additional support. There can be many reasons why a child does not make the progress expected of them – perhaps there has been a significant change in family circumstances such as a new baby, a move of home, or the death of a relative. Or perhaps because they have a special educational need.

The school uses a range of different assessment tools and systems to help identify and assess pupils with SEND. The tools and assessments gradually draw upon more frequent reviews and more specialist expertise to understand SEND and match interventions to the SEND of pupils. They are summarised in the diagram below:



When considering if a child needs SEND support the school takes into account:

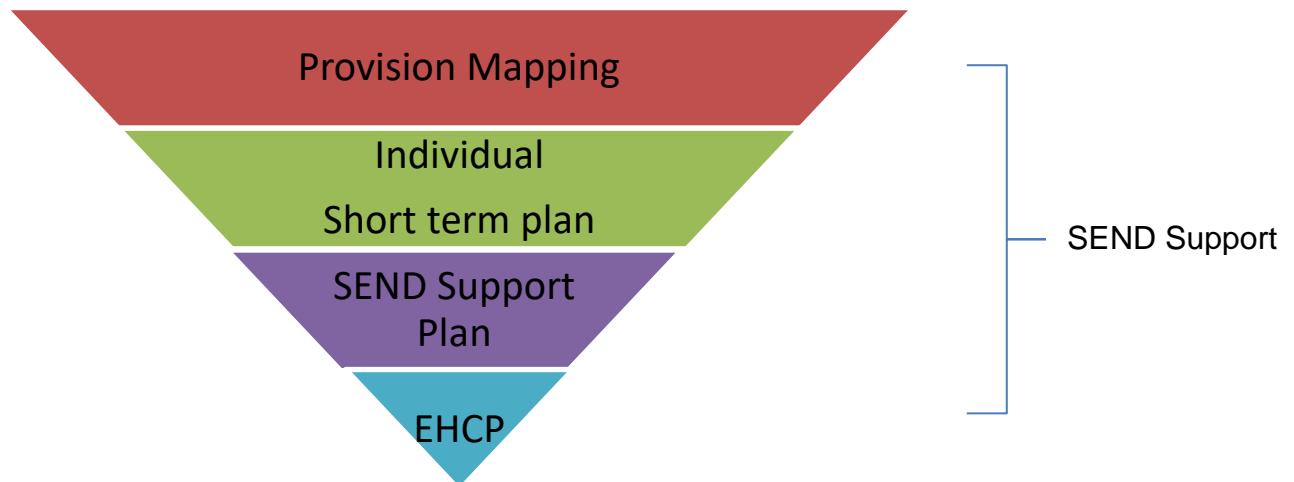
- the pupil's previous progress and attainment
- the teacher's assessment and experience of the pupil
- the pupil's development in comparison to their peers and Early Years Foundation Stage (EYFS) guidance/ Birth to Five Matters Guidance
- the views and experience of parents
- the pupil's own views where appropriate
- advice from external support services, where appropriate

### **3. What are the school's policies for making provision for pupils with special educational needs and disabilities (SEND), whether or not pupils have Education Health and Care Plans?**

Most of our pupils with SEND have their needs met as part of Ordinary Available Provision (OAP) which would include: high quality teaching, reasonable adjustments and targeted interventions. This may include teachers/ staff adapting what they do and having different approaches to meet different learning styles, personalised learning arrangements for different pupils and a range of interventions normally provided by the school.

If a pupil is identified (through the assessment process above) as having special educational needs their teacher and SENCO will consider everything we know about the pupil to determine the support that they need and whether it can be provided by adapting the school's core offer (OAP) or whether something different or additional is required.

Where provision for SEND is needed, we work with pupils and their families to plan what to do. This usually includes writing a plan of action using one of the SEND planning tools we have available to use. The tools we use are summarised below.



**Provision Mapping:** A document that is used to capture targeted and specialist interventions that will be 'additional to' and 'different from' the usual differentiated curriculum.

**Individual Short Term Plan:** This plan contains an action plan listing the goals and provision to meet the SEND. It includes ways both school and parents can support a child's progress for each target. This is reviewed at least termly.DD

**SEND Support Plan:** A document containing a 1 page profile and a detailed action plan listing the goals and provision to meet the SEND. This plan usually means other agencies, e.g. speech and language therapists, occupational therapists and/ or physiotherapists are working with the child. This is the same action plan that can be used as part of the eCAF and the EHCP.

**Education Health and Care Plan (EHCP):** Where the school has done everything it can to identify, assess and meet the SEND of the child and they are still not making the expected progress, the school or parents may consider requesting an Education, Health and Care assessment. The process for requesting an EHCP assessment in Islington can be found on the Council's Local Offer website. [www.islington.gov.uk/localoffer](http://www.islington.gov.uk/localoffer)

Education Health and Care Plans are issued by the Local Authority where necessary and are used by the school to plan SEND provision for children with severe and complex needs. The EHCP includes:

- a detailed profile of the child, their strengths and aspirations for the future
- any education, health and care needs they have
- the goals or outcomes for the pupil agreed by the family and professionals for the next phase of their education
- any education, health and social care provision in place to meet their needs

The EHCP includes a detailed annual support plan/action plan. This plan sets out the goals for the pupil for the next year, and the activities that everyone supporting the child will put in place to support them.

At Margaret McMillan Nursery, if we believe a child will need an EHCP for when they start Primary school, we will apply in advance of September to enable this to happen.

**a) How does the school evaluate the effectiveness of its provision for SEND?**

The quality of teaching is the most important factor in ensuring all pupils make progress. We regularly review the quality of teaching in the school and ensure that teachers and Key Persons are able to identify how individual children learn best and what support they need.

We test the effectiveness of our SEND provision by checking pupil progress and to see if the agreed goals and outcomes for a pupil are being met. Where professionals from health or social care are involved with the child we will ask for their help to inform and review progress, to make sure that all those supporting the family are working together effectively.

The teachers and other Key Persons work with the SENCO, the parents and the child to make sure any SEND support is adapted or replaced by another approach if it is not being effective.

The head teacher /SENCO reports regularly to Governors on the quality of SEND provision and the progress towards outcomes being made by pupils with SEND. Governors also consider the attainment data for pupils with SEND and compare it with the progress of other pupils. This helps to ensure that the approaches used to meeting SEND are based on the best possible evidence and are having the required impact on progress.

### **b) What are the school's arrangements for assessing and reviewing the progress of pupils with SEND?**

Every pupil has their progress reviewed regularly and this information will be shared with parents at termly feedback meetings. (3-5 year olds). We report to parents on their child's progress and write a leaver's report on transition to Reception class. For children under 3 we write a report when they are 2 years old and where appropriate take part in the two year integrated review with the Health Visiting team. Children under 3 also have regular feedback meetings. Children under 3 years old will also have a 6 week review from when they first start at nursery to talk with parents and carers about how they have settled.

Where a pupil is receiving SEND support, we provide feedback to parents more regularly. We also contact parents by phone, email or face to face, where we have specific feedback or need to discuss specific achievements, concerns or observations.

Reviews are usually led by a teacher or Key Person with good knowledge and understanding of the pupil's needs and attainment, supported where necessary by the SENCO.

Reviews involve the family and other professionals and the child where this is appropriate. These reviews are used to:

- discuss what is working well and not working well
- find out if the SEND provision has been delivered as planned
- review the pupil's progress towards their goals and longer term outcomes
- discuss and agree clear outcomes for the future
- discuss and agree the support needed
- share advice and information on the things that parents can do at home to reinforce or contribute to their child's progress
- identify the actions needed to meet the agreed outcomes, the responsibilities of the parent/ carer, the pupil, the school, the local authority and other partners.

A record of the outcomes, action and support agreed through the discussion is then shared with all the appropriate school staff and the pupil's parents.

When the school has an Ofsted inspection the Inspectors take a particular interest in the progress of pupils with SEND.

### **c) What is the school's approach to teaching pupils with SEN?**

All pupils, including those with SEN, have access to a broad and balanced curriculum. Teachers plan lessons carefully and think about the wide range of different needs in their class and use the information from assessments and progress reviews to set targets which are deliberately ambitious to encourage pupils to aim high. Teachers plan their lessons with the SEN of pupils in mind, which means that most pupils with SEN and disabilities will be able to study the full EYFS along with their peers

Teaching staff always aim to match the work given to pupils with their ability to do it. School staff such as Teaching Assistants, and other more specialist staff, may be directed to work with pupils , in pairs or small groups and sometimes individually.

The type of SEND support provided is based on reliable evidence of what works. We are careful to avoid the over reliance of individual support for pupils as evidence shows that in many cases this prevents them from becoming independent learners.

The SENCO, supported by the Senior Leadership Team ensures that staff have sufficient skills and knowledge to deliver the interventions that pupils need.

**d) How does the school adapt the curriculum and learning environment for pupils with SEND?**

We are committed to meeting the needs of all pupils including those with SEND (SEND Code of Practice). We have a duty not to directly or indirectly discriminate against, harass or victimise disabled children and young people. We make all reasonable adaptations to the curriculum and the learning environment to make sure that pupils with SEND are not at a substantial disadvantage compared with their peers. We are fully inclusive in our approach to children with SEND.

We work closely with families and partners to work out what disabled children might need before they start with us, and what adjustments we might need to make. We discuss with families what we can do to adapt the curriculum and/or the building as necessary, and in order to get additional resources and support.

Teachers will be supported by the SENCO to assess, plan and differentiate the curriculum or make adaptations to meet the needs of pupils with SEND. This may also involve working with outside partners. For example we might need to:

- provide visual resources to support learning
- consider the layout of the classroom
- buy specialist equipment
- access specialist training, e.g. tube feeding
- organise Health and Safety advice, e.g. for oxygen storage

In considering what adaptations we need to make the SENCO will work with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements. A link to the Equality Act 2010 can be found here: <http://www.legislation.gov.uk/ukpga/2010/15/contents>

**e) What additional support for learning is available to pupils with SEND?**

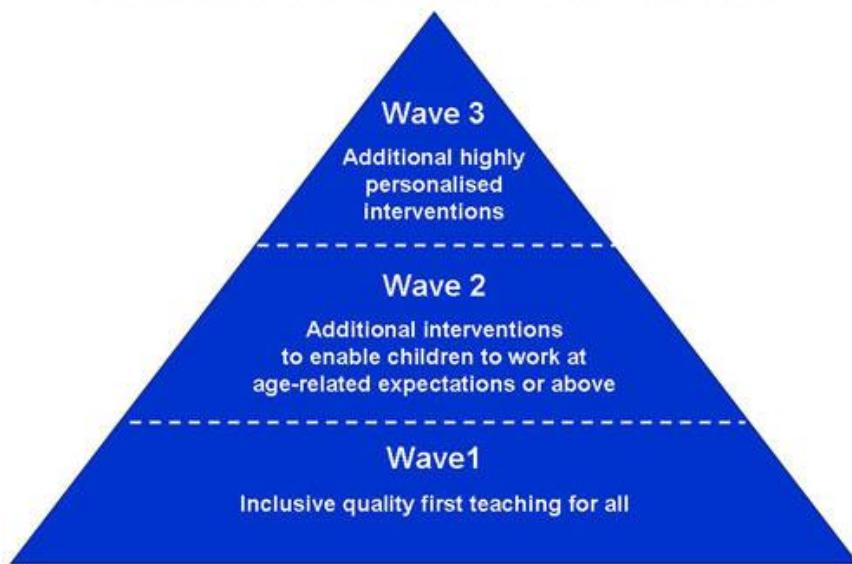
The school organises the additional support for learning into 3 different levels (also called waves).

**Wave 1 (Universal):** describes quality inclusive teaching which takes into account the learning needs of all the children in the classroom. This includes providing differentiated work and creating an inclusive learning environment.

**Wave 2 (Targeted):** describes specific, additional and time-limited interventions provided for some children who need help to accelerate their progress to enable them to work at or above age-related expectations. Wave 2 interventions are often targeted at a group of pupils with similar needs, e.g. Crocodile language enrichment groups.

**Wave 3 (Specialist):** describes targeted provision for a minority of children where it is necessary to provide highly tailored intervention to accelerate progress or enable children to achieve their potential. This may include specialist interventions.

# Waves of Intervention Model



We are able to support the administration of medication if it is recommended by health professionals.

## **g) What support is available for improving the emotional and social development of pupils with SEND?**

The culture and structures within the school aim to encourage the emotional and social development for all pupils, including those with SEND.

We work hard to create a culture within the school that values all pupils, allows them to feel a sense of belonging and makes it possible to talk about problems in a non-stigmatising way. We have developed a Positive Behaviour Policy that sets out the responsibilities of everyone in the school. We have clear systems and processes so that staff can identify and respond to mental health difficulties.

We have embedded Trauma Informed Practice (ITIPS) into our ethos and everything we do to support all children, from the language we use, the interactions we have, to the resources we use and the books that we read. We ensure that our enabling environment reflects this trauma informed practice. All staff have and are receiving training in ITIPS and we have a staff Working group where we meet regularly with the SENCO and a Clinical Psychologist from CAMHS to continue to improve the way we support children with their social and emotional development.

For children with more complex problems, additional in-school interventions may include:

- advice and support to the pupil's teacher/ Key Person - to help them manage the pupil's behaviour within the classroom, taking into account the needs of the whole class
- small group sessions - to promote positive behaviour, social development and self-esteem
- individual action plans - to support pupils during transition periods for example
- additional support for the pupil – to help them cope better within the classroom
- therapeutic work with the pupil, delivered by specialists (within or beyond the school), which might take the form of cognitive behavioural therapy, behaviour modification or counselling approaches family support and/or therapy by health professionals – to help the child and their family better understand and manage behaviour.

## **4. Who is the SEND Co-ordinator and how do I contact them?**

Our Special Education Needs Coordinator (SENCO) is a qualified teacher working at the school who has responsibility for SEND. They work closely with the head teacher and governing body as well as all teachers and

other Key Persons. If you have concerns about your child you should speak to your child's teacher or Key Persons before you speak to the SENCO.

The SENCO is responsible for:

- overseeing the day-to-day operation of the school's SEND policy
- coordinating provision for children with special educational needs and disabilities
- liaising with and advising fellow teachers and Key Persons
- overcoming barriers to learning and sustaining effective teaching
- managing teaching assistants
- overseeing the records of all children with SEND
- liaising with parents and carers of children with SEND
- planning successful movement (transition) to a new class group or school
- providing specialist advice and facilitating training to ensure that all staff are skilled and confident about meeting a range of needs
- liaising with external agencies including the LA's support and educational psychology services, health and social services, and voluntary bodies

Bonnie Mendoza - Special Educational Needs Coordinator (SENCO)

Phone: 0207 281 2745

The SENCO is allocated 3 days per week to do SEND work.

#### **5. What expertise and training do the school staff have in relation to SEND and how will specialist expertise be secured?**

The school supports its staff to access a wide range of information on appropriate interventions for pupils with different types of need, and to access associated training to ensure they have the necessary knowledge and expertise.

The responsibility for ensuring staff have the appropriate training and expertise to meet the needs of pupils with SEND training is shared between the Head teacher, SENCO and the Governing body. We closely monitor the training and development needs of our staff through annual appraisal. (termly *Performance Management Meetings*?)

Our staff also access training and materials provided through outreach services offered to mainstream schools by each of Islington's special schools. SEND training and expertise will be sought when the needs of individual children require it, for example when there is a need to prepare for a child coming to the school. This can include:

- Reading about the conditions
- Visits to other schools to see good practice
- Home visits
- Training by the Complex Care Nursing Team

#### **6. What equipment and facilities are available to support pupils with SEND?**

Margaret McMillan Nursery School and Children's centre is a complex site with three main entrances accessing different areas of the building. The main office has flat access at pavement level and has a mini-com loop. The Saplings (2-3 yrs) & Seedlings (0-2 yrs) daycare entrance has flat access from pavement level via the adjacent health centre car park gate. The Sycamore classes (3-5 yr olds) access is flat to the point of entry to the building and has either one or two steps into the building depending on which door is used. Flat access can be gained with prior notice via the car park. Access to the garden spaces for Sycamore class, Saplings and Seedlings are flat, access from Sycamore class dining room to garden is via 2 steps. The site has a lift between the top upper and lower levels. All school areas have acoustic ceilings and flooring where appropriate. There are two disabled access bathrooms with baby changing facilities; one located at the main reception and one at the class entrance.

We choose our equipment carefully to ensure the vast majority of children can access it safely. Where required we will purchase specialist equipment for individual children, e.g. standing frames or chairs.

In the past we have worked with partners to purchase specialist equipment tailored for an individual including:

- Standing Frames
- Move and sit cushion
- Cause and effect toys
- Specialist chairs
- Walkers
- Hoist
- Changing beds

## **7. What are the arrangements for consulting and involving parents of children with SEND in their child's education?**

All parents are encouraged to contribute to their child's education through:

- discussions with the SENCO, teachers and Key Persons
- setting and reviewing targets
- parents' events and workshops
- during discussions with the SENCO or other professionals
- commenting and contributing to assessment, planning and reviews

If your child has an Education, Health and Care plan we will discuss their progress with you every term and have a formal review with you and your child at least annually.

Specific support to help you support your child at home will include;

- Meetings with teachers and SEND staff to discuss progress and support including ideas for home.
- Family Learning courses, workshops and Bright start Children's Centre activities
- Access to speech therapy advice, family support and CAMHS via the Bright start Children's Centre and where relevant.

If we think your child needs significant amounts of extra support we will always discuss this with you and, where appropriate, a meeting with the parents/ carers and the people supporting your child can be arranged.

Where required we will arrange interpreters to enable parents to fully participate in formal meetings.

## **8. What are the arrangements for consulting and involving pupils with SEND in their education?**

Engaging all pupils as active participants in their own education and in making a positive contribution to their school and local community is a priority for the school. Where pupils have SEND, we will take extra care to involve them and make sure their voice is heard. Their involvement will be tailored to each child and take into account their age and preferred methods of communication.

Whenever possible we include pupils with SEND in planning how best to support them, and in reviewing their progress.

## **9. What are the arrangements for parents raising concerns and making a complaint about the SEND provision at the school?**

We are committed to providing excellent services to all our children and their parents/ carers and we believe the best way to do this is to listen to your views. We encourage parents to contact us about their concerns and not to

wait for the next formal opportunity to meet. If you have something to tell us or ask us, please contact the class teachers, Key Persons or SENCO.

If you have a complaint about SEND provision, please tell us promptly by contacting the following people in this order;

- the class teacher/ Key Persons
- the SENCO
- The head teacher – using the main school number
- The governing body (a letter can be submitted through school office)

If you need support to raise a concern or make a complaint you may want to contact Centre 404's Parent Carer Support Service, an independent organisation that provides a disagreement resolution service. You can contact them on 020 7316 1930.

As a matter of last resort parents can also make a formal complaint to Ofsted: guidance for parents can be found here <http://www.ofsted.gov.uk/schools/for-parents-and-carers/how-complain>, or by phone on 0300 123 4666.

Further information on local support for families of pupils with SEND can be found in the Local Offer. See question 13 below.

#### **10. How does the school involve others in meeting the needs of pupils with SEND and in supporting the families of such pupils?**

Where a pupil continues to make less than expected progress, despite evidence-based support and interventions that are matched to the pupil's area of need, we seek advice and support from specialists from outside agencies such as:

- educational psychologists
- Child and Adolescent Mental Health Services (CAMHS)
- specialist teachers
- therapists (including speech and language therapists, occupational therapists and physiotherapists)
- Social workers and Health Visitors
- The Early Help Team

We always involve parents and carers in any decision to involve specialists.

The SENCO is the person who usually coordinates the contact and works with these outside agencies. We mainly use other agencies outside of the school to:

- help us train staff e.g. epilepsy and diabetes, tube feeding,
- get more specialised advice e.g. advice on hearing impairment
- carry out assessments e.g. a social care assessment
- ask for a service to be delivered e.g. physiotherapy
- setting programmes for implementation at home and in school
- review progress and plan provision e.g. at annual reviews

#### **11. What local support is there for the parents of pupils with SEND?**

Information about local support is located here: [www.islington.gov.uk/localoffer](http://www.islington.gov.uk/localoffer)

#### **The Family Information Service - 020 7527 5959**

Gives free impartial information, advice and guidance about services for children, young people and families.  
email [fis@islington.gov.uk](mailto:fis@islington.gov.uk)

Website: [www.islington.gov.uk/fis](http://www.islington.gov.uk/fis)

**The Parent Carer Support Service, based at Centre 404 - 020 3316 1930**

Offers a range of services to assist the parents/carers of children with SEND. These include: help with resolving disagreements, information and advice, direct support, help with personal budgets and form filling, and access to social groups and other activities and local networks.

Website: <http://www.centre404.org.uk/>

## 12. What are the school's arrangements for supporting pupils with SEND when they join the school, and supporting them to move to primary school?

All children and young people with SEND and their families may be particularly anxious about changing classes or "moving on" from school to school. We work with families and our partner organisations to make sure changes are planned and well managed.

### Transition guide table:

	<b>Additional arrangements for children with SEN (examples)</b>
<b>When moving to another school</b>	<ul style="list-style-type: none"><li>• We will contact the School SENCO and share information about the special arrangements and support that has been made to help your child achieve their learning goals.</li><li>• Swift transfer of records</li><li>• Transition meeting with the new setting</li><li>• Transition plan is implemented as required: usually a visit from receiving school and photos of new setting ( Social Story books)</li><li>• We will take your child to visit their new school for a stay and play session</li><li>• You may be offered stay and play sessions at your child's new school</li><li>• We will hold a parent workshop to support with the application of school admissions</li></ul>
<b>When moving within school, e.g. Seedlings to Saplings or Saplings to Sycamore class</b>	<ul style="list-style-type: none"><li>• Transition meetings are held within school with the new key person/class teacher &amp; SENCO</li><li>• Work with child to prepare for the transition including several accompanied visits to the next setting.</li><li>• Transition books are used to support transitions (social stories) made uniquely for each child, where needed.</li><li>• Meetings with outside specialists (where appropriate), e.g. physio, OT to assess any additional adaptations or needs, to discuss making reasonable adjustments as required.</li></ul>

## 13. Where can I find more information about SEND services in Islington and the local area (the Local Offer)?

All Local authorities must publish a Local Offer, setting out in one place information about provision they expect to be available across education, health and social care for children and young people in their area who have SEN or are disabled.

The Local Offer has two key purposes:

- to provide clear, comprehensive and accessible information about the available provision and how to access it
- to make provision more responsive to local needs and aspirations by directly involving disabled children and those with SEN and their parents, and disabled young people and those with SEN, and service providers in its development and review

The school cooperates with the Local Authorities in the local area to:

- make families aware of the kind of support available to them and where to find the Local Offer

- help people access the Local Offer information, especially where there are barriers to them accessing it. This can include helping them to access the internet, printing off pages, explaining, interpreting and
- consult children and young people and their families directly in preparing and reviewing the Local Offer
- keeping the Local Offer information up to date and identifying gaps in provision

To find out more about the range of services on offer locally go to:

Islington Local Offer: [www.islington.gov.uk/localoffer](http://www.islington.gov.uk/localoffer)

#### Current Information

The following table shows the number of pupils with SEND in the school in **September 2025** and the type of tools we use to plan SEND provision:

SEND Planning Tool	Number of pupils
Provision Mapping	12 pupils
Short Term Plan	11 pupils
SEND Support Plan	16 pupils
Education Health and Care Plans in process (EHCP)	6
PELSEND	0
	6 pupils

The following tables show the training and expertise of the school staff.

Details of training / expertise	% of school staff trained
Introduction to SEND	100%
First Aid	85%
How to support pupils on the autistic spectrum	95%
How to support pupils with emotional needs	95%
Makaton Training	All teachers, key workers and 80% others
Every Child a Talker	All staff
Crocodile language enrichment groups	SENCO, 2 class teachers, head, HLTA, 2 new, 2 NESW, 2 SNEWS
Special time, communication and language interventions	All staff
Jabadao Movement training	HLTA, 2 SNEWS, 3 key workers,
CAMHS reflective practice	All full time class staff, key workers, SENO
SLT communication and language training	All staff
Epipen training	As required
OT and Physio programmes as required	As required
Solihull Approach Training	90%
Child Protection and Safeguarding	100% staff
Hoist and Manual Handling Training	2 SNEWS, 2 NESWs, 2 NEWS
Autism Skills Training with Social Communication Team	SENCO and NESW

Date reviewed	September 2025
Date of next review	September 2026
Ratified by Governing Body	November 2025