



**Pilgrim
Academy**

Special Educational Needs and Disabilities (SEND) Policy

Date reviewed:	July 2026	
Approved by:	Board	July 2026
Next review due by:	July 2027	

For Office Use Only:

Policy Version: 2.3

To make changes to this policy, please
email admin@lincolnshiregateway.co.uk.



Lincolnshire Gateway
Academies Trust

Contents

1.	Aims and Objectives	3
2.	Vision and Values	3
3.	Legislation and Guidance	3
4.	Inclusion and Equal Opportunities	4
5.	Definitions	4
5.1	Special Educational Needs	4
5.2	Disability	4
5.3	The 4 Areas of Need	4
6.	Roles and Responsibilities	5
6.1	The SENDCO	5
6.2	The Governing Board / Board of Trustees	6
6.3	The SEND Link Governor	7
6.4	The Principal	7
6.5	Class Teachers	7
6.6	Parents or Carers	8
6.7	The Pupil	8
7.	SEN Information Report	8
8.	Our Approach to SEND Support	9
8.1	Identifying Pupils with SEND and Assessing Their Needs	9
8.2	Consulting and Involving Pupils and Parents	10
8.3	The Graduated Approach to SEN Support	10
8.5	Evaluating the Effectiveness of SEN Provision	11
9.	Expertise and Training of Staff	11
10.	Links with External Professional Agencies	12
11.	Admission and Accessibility Arrangements	12
11.1	Admission Arrangements	12
11.2	Accessibility Arrangements	12
11.3	Examination Access Arrangements	12
12.	Complaints about SEND Provision	12
13.1	Evaluating the Effectiveness of the Policy	13
13.2	Monitoring the Policy	13
15.	Links with other Policies and Documents	13

1. Aims and Objectives

Our special educational needs and disabilities (SEND) policy aims to:

- Make sure our Academy fully implements national legislation and guidance regarding pupils with SEND
- Set out how our Academy will:
 - Support and make provision for pupils with special educational needs and disabilities
 - Provide pupils with SEND access to all aspects of school life so they can engage in the activities of the school alongside pupils who do not have SEND
 - Help pupils with SEND fulfil their aspirations and achieve their best
 - Help pupils with SEND become confident individuals living fulfilling lives
 - Communicate with pupils with SEND and their parents or carers and involve them in discussions and decisions about support and provision for the pupil
- Explain the roles and responsibilities of everyone involved in providing education for pupils with SEND
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision for the pupil
- Make sure the SEND policy is understood and implemented consistently by all staff.

2. Vision and Values

Everyone within Lincolnshire Gateway Academies Trust is committed to providing the conditions and opportunities to enable any child or young person with SEND to be included fully in all aspects of school life.

Our vision is to enable all pupils to achieve their full potential in a safe, welcoming and happy learning environment. We strive to create responsible citizens who are independent and confident lifelong learners equipped to meet the challenges of a changing world. This will be achieved within an inclusive academy that values every individual and celebrates the diversity of our community. Every teacher is a teacher of every child or young person including those with SEND.

3. Legislation and Guidance

This policy is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND
- [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENDCOs) and the special educational needs (SEN) information report
- The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it
- The [Governance Handbook](#), which sets out governors'/trustees' responsibilities for pupils with SEND
- The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

- The general regulations of the Joint Council for Qualifications, which sets out the regulations and guidance for conducting public examinations, including the application for and use of access arrangements.

This policy also complies with our funding agreement and articles of association.

4. Inclusion and Equal Opportunities

At our Academy we strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND are included in all aspects of school life.

We will ensure that all pupils are given the same opportunities to experience extra-curricular clubs and trips.

5. Definitions

5.1 Special Educational Needs

A pupil has SEN if they have a learning difficulty or disability that requires special educational provision to be made for them.

They have a **learning difficulty or disability** if they have:

- A significantly greater difficulty in learning than most others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

The Academy will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

5.3 The 4 Areas of Need

The needs of pupils with SEND are grouped into 4 broad areas. Pupils can have needs that span more than one area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil's particular area(s) of need, at the relevant time.

Area of need	
Communication and interaction	Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication. Some autistic pupils may experience needs within this area, although individual strengths and needs vary significantly.
Cognition and learning	Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including: • Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia • Moderate learning difficulties • Severe learning difficulties • Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment
Social, emotional and mental health	These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have: • Mental health difficulties such as anxiety, depression or an eating disorder • Attention deficit disorder, attention deficit hyperactive disorder or attachment disorder • Suffered adverse childhood experiences These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the pupil becoming withdrawn or isolated.
Sensory and/or physical	Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided. Pupils may have: • A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment • A physical impairment These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.

6. Roles and Responsibilities

6.1 The SENDCO

The SENDCO at our Academy is:
Mrs C France

The Deputy SENDCO at our Academy is:
Mrs K Morley

The SENDCO will:

- Liaise with teachers and parents/carers if concerns are raised regarding a child's progress
- Inform any parents that their child may have SEN and then liaise with them about the pupil's needs and any provision made
- Work with the Principal and SEN governor to determine the strategic development of the SEND policy and provision in the school

- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans
- Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEN support and differentiated teaching methods appropriate for individual pupils
- Advise on the deployment of the Academy's delegated budget and other resources to meet pupils' needs effectively
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided
- Liaise with potential next providers of education to make sure that the pupil and their parents are informed about options and that an effective transition is planned.

When a pupil moves to a different school or institution: Make sure that all relevant information about a pupil's SEN and the provision for them are sent to the appropriate authority, school or institution in a timely manner.

- Work with the Principal and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Make sure the Academy keeps its records of all pupils with SEND up to date and accurate
- With the Principal, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the Academy's plan for continuous professional development
- With the Principal, regularly review and evaluate the breadth and impact of the SEND support the Academy offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- Prepare and review information for inclusion in the Academy's SEN information report and any updates to this policy
- With the Principal and teaching staff, identify any patterns in the Academy's identification of SEN, both within the Academy and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

The Academy will ensure that the SENDCO is appropriately qualified. Mrs C France holds the National Award for Special Educational Needs Coordination (NA-SENCO). Mrs K Morley is working towards the new National Professional Qualification for SENCOs. Miss J King, Principal, also holds the National Award for Special Educational Needs Coordination.

6.2 The Governing Board / Board of Trustees

The governing board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

- Co-operate with the LA in reviewing the provision that is available locally and developing the local offer
- Do all it can to make sure that every pupil with SEND gets the support they need
- Make sure that pupils with SEND engage in the activities of the Academy alongside pupils who don't have SEND
- Inform parents when the Academy is making special educational provision for their child
- Make sure that the Academy has arrangements in place to support any pupils with medical conditions
- Provide access to a broad and balanced curriculum
- Have a clear approach to identifying and responding to SEND
- Provide an annual report for parents on their child's progress
- Record accurately and keep up to date the provision made for pupils with SEND

- Publish information on the Academy website about how the Academy is implementing its SEND policy, in a SEN information report
- Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the Academy's accessibility plans
- Make sure that there is a qualified teacher designated as SENDCO for the Academy and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out
- Determine their approach to using their resources to support the progress of pupils with SEND.

6.3 The SEND Link Governor

The SEND link governor is Mrs Jane Aukett.

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND provision within the Academy and update the governing board on this
- Work with the Principal and SENDCO to determine the strategic development of the SEND policy and provision in the Academy.
- Liaise with SENDCO and Principal regarding any consultation responses for pupils with EHC Plans

6.4 The Principal

The Principal will:

- Work with the SENDCO and SEND link governor to determine the strategic development of the SEND policy and provision within the Academy
- Work with the SENDCO and governors to make sure the Academy meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Have overall responsibility for, and awareness of, the provision for pupils with SEND, and their progress
- Have responsibility for monitoring the Academy's notional SEND budget and any additional funding allocated by the LA to support individual pupils
- Make sure that the SENDCO has enough time to carry out their duties
- Have an overview of the needs of the current cohort of pupils on the SEND register
- Advise the LA when a pupil needs an EHC needs assessment, or when an EHC plan needs an early review
- With the SENDCO, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the Academy's plan for continuous professional development
- With the SENDCO, regularly review and evaluate the breadth and impact of the SEND support the Academy offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer
- With the SENDCO and teaching staff, identify any patterns in the Academy's identification of SEN, both within the Academy and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

6.5 Class Teachers

Each class teacher is responsible for:

- Planning and providing high-quality teaching that is scaffolded to meet pupil needs through a graduated approach
- The progress and development of every pupil in their class

- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching
- Working with the SENDCO to review each pupil's progress and development, and decide on any changes to provision
- Ensuring they follow this SEND policy and the SEN information report
- Implementing recommendations set out in specialist reports and reflecting on their effectiveness.
- Being aware of EHC Plan outcomes and pupils' progress towards them.
- Being aware of the provision in EHC Plans and planning to deliver it.
- Communicating with parents regularly to:
 - Set clear outcomes and review progress towards them
 - Discuss the activities and support that will help achieve the set outcomes
 - Identify the responsibilities of the parent, the pupil and the school
 - Listen to the parents' concerns and agree their aspirations for the pupil.

6.6 Parents or Carers

Parents or carers should inform the Academy if they have any concerns about their child's progress or development.

Parents or carers of a pupil on the SEND register will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support.

They will be:

- Asked to provide information about the impact of SEN support outside school and any changes in the pupil's needs
- Given the opportunity to share their concerns and, with school staff, agree their aspirations for the pupil
- Given an annual report on the pupil's progress
- Given termly reviews on the pupil's progress towards their specific targets
- Able to speak to the SENDCO at each Parents Evening.
- Given the opportunity to share their views on SEN provision at regular opportunities.
- The Academy will take into account the views of the parent or carer in any decisions made about the pupil.

6.7 The Pupil

Pupils will always be given the opportunity to provide information and express their views about their SEND and the support provided. They will be invited to participate in discussions and decisions about this support. This might involve the pupil:

- Explaining what their strengths and difficulties are
- Contributing to setting targets or outcomes
- Attending review meetings
- Giving feedback on the effectiveness of interventions.

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

7. SEN Information Report

The Academy publishes an SEN information report on its website, which sets out how this policy is implemented in the Academy.

The information report will be updated annually and as soon as possible after any changes to the information it contains.

8. Our Approach to SEND Support

8.1 Identifying Pupils with SEND and Assessing Their Needs

The Academy follows the guidance contained in the SEND Code of Practice (2014). This recommends a graduated response. The Code does not assume that there are fixed categories of special educational need, but recognises that children's needs and requirements may fall within or across four broad areas and may change over time. These are:

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

Where possible we will try to meet every child's needs within the classroom through ensuring that our planning, teaching and approaches meet the needs of the majority of the children in the Academy. However, where through careful identification and assessment the class teacher and/or parents determine that a child is not making expected progress, the class teacher will consult the SENDCO.

We will assess each pupil's current skills and levels of attainment when they start at the Academy. This will build on information from previous settings and Key Stages, where appropriate. We will also consider any evidence that the pupil may have a disability and if so, what reasonable adjustments the academy may need to make.

Class teachers will regularly assess the progress of all pupils and identify any 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
- Widens the attainment gap.

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

When teachers identify an area where a pupil is making slow progress, they will target the pupil's area of weakness with differentiated, high-quality teaching. If progress does not improve, the teacher will raise the issue with the SENDCO to have an initial discussion about whether this lack of progress may be due to a special educational need. At this stage, the class teacher will complete an initial concern form which will be shared with the SENDCO using a pathway indicator document. Where necessary they will, in consultation with the pupil's parents or carers, consider consulting an external specialist.

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

Potential short-term causes of impact on behaviour or performance will be considered, such as bullying or bereavement. Staff will also take particular care in identifying and assessing SEN for pupils whose first language is not English. Having English as an additional language is not a special educational need on its own.

When deciding whether the pupil needs special educational provision, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

If a pupil is joining the Academy, and:

- Their previous setting has already identified that they have SEN
- They are known to external agencies
- They have an education, health and care plan (EHCP)

then the Academy will work as part of a multi-agency approach to make sure we get relevant information before the pupil starts at school, so support can be put in place as early as possible.

8.2 Consulting and Involving Pupils and Parents

The Academy will put the pupil and their parents at the heart of all decisions made about special educational provision.

When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with the pupil and their parents. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account any concerns the parents have
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are.

Notes of these early discussions will be added to the pupil's record and given to their parents. We will formally notify parents if it is decided that a pupil will receive special educational provision. This would involve a meeting to discuss the initial targets, followed by a letter confirming the targets and addition to the SEN register.

8.3 The Graduated Approach to SEN Support

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle known as the graduated approach.

1. Assess

The pupil's class teacher and the SENDCO will carry out a clear analysis of the pupil's needs. The views of the pupil and their parents will be taken into account. The Academy may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

2. Plan

In consultation with the parents and the pupil, the teacher and the SENDCO will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. This information will be recorded on our management information system, SIMs, and will be made accessible to staff as part of the SEND register.

Parents will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

3. Do

The pupil's class or subject teacher retains overall responsibility for their progress.

They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENDCO will support the teacher in further assessing the pupil's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

4. Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents and pupils
- The level of progress the pupil has made towards their outcomes
- The views of teaching staff who work with the pupil.

The teacher and the SENDCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents.

8.4 Levels of Support

School-based SEN provision

Pupils receiving SEN provision will be placed on the school's SEND register. These pupils have needs that can be met by the Academy through the graduated approach. Where the pupil's needs cannot be adequately met with in-house expertise, staff will consider involving an external specialist.

The provision for these pupils is funded through the Academy's notional SEND budget.

On the census these pupils will be marked with the code K.

Education, health and care (EHC) plan

Pupils who need more support than is available through the Academy's school-based SEN provision may be entitled to an EHC plan. An EHCP is a legal document that describes the needs of the pupil, the provision that will be put in place, and the outcomes sought. The provision for these pupils will be funded from the Academy's notional SEND budget, and potentially from the Local Authority (from the high-level needs funding block of the dedicated schools grant). On the census these pupils will be marked with the code E.

Prior to considering a request for an EHC needs assessment, the Academy will evidence the implementation, review and impact of appropriate ordinarily available provision and graduated support.

8.5 Evaluating the Effectiveness of SEN Provision

We evaluate the effectiveness of provision for pupils with SEN by:

- Tracking pupils' progress, including by using provision maps and IEP reviews
- Carrying out the review stage of the graduated approach in every cycle of SEN support
- Using pupil questionnaires
- Monitoring by the SENDCO
- Holding annual reviews for pupils with EHC plans
- Getting feedback from the pupil and their parents.

9. Expertise and Training of Staff

Training will regularly be provided to teaching and support staff. The Principal and the SENDCO will continuously monitor to identify any staff who have specific training needs and will incorporate this into the Academy's plan for continuous professional development. Staff across the MAT work closely together to share expertise. Pilgrim Academy works closely with Learn SEND Hub to upskill staff.

10. Links with External Professional Agencies

The Academy recognises that it won't be able to meet all the needs of every pupil. Whenever necessary the Academy will work with external support services such as:

- Speech and language therapists
- Specialist teachers or support services
- Educational psychologists
- Occupational therapists, speech and language therapists or physiotherapists
- General practitioners or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Young Minds Matters/ Navigo (North East Lincolnshire only)
- Compass Go (North East Lincolnshire only)
- Healthy Minds (Lincolnshire only)
- Fortis Therapy
- Education welfare officers
- Social services.
- ETHV team
- Cudox

11. Admission and Accessibility Arrangements

11.1 Admission Arrangements

These are in line with the Academy's Admissions Policy. A child with SEND but without an EHC Plan will not be refused a place solely on the grounds of their special educational needs. Please see our full admissions policy for further details. A full copy of our Admissions Policy can be found on the Academy website.

11.2 Accessibility Arrangements

Our Accessibility Plan is compliant with current legislation and requirements as specified in Schedule 10, relating to Disability, of the Equality Act 2010. Academy Governors are accountable for ensuring the implementation, review and reporting on progress of the Accessibility Plan over a prescribed period. A full copy of our Accessibility Arrangements can be found on the Academy website.

11.3 Examination Access Arrangements

A child with SEND, depending on the nature and level of their need, may require additional support to remove a barrier to them accessing external examinations. Access arrangements for statutory assessments, including the year 4 Multiplication Tables Check, will be implemented in accordance with current Standards and Testing Agency (STA) guidance.

Information on this can be found on the government website: [Key stage 2 tests: access arrangements - GOV.UK](#)

12. Complaints about SEND Provision

Where parents have concerns about our Academy's SEND provision, they should first raise their concerns informally with the class teacher or SENDCO. We will try to resolve the complaint informally in the first instance. If this does not resolve their concerns, parents are welcome to submit their complaint formally.

Formal complaints about SEND provision in our Academy should be made to the Principal in the first instance. They will be handled in line with the Trust's Complaints Policy which can be found on the Academy website.

If the parent or carer is not satisfied with the Academy's response, they can escalate the complaint. In some circumstances, this right also applies to the pupil themselves. To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

To find out about disagreement resolution and mediation services in our local area you can find information here:

[NELC SEND Local Offer | Appeal or make a complaint \(nelincs.gov.uk\)](#)

[SEND Local Offer – Lincolnshire County Council](#).

13. Monitoring and Evaluation Arrangements

13.1 Evaluating the Effectiveness of the Policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

- All staff's awareness of pupils with SEND at the start of the autumn term
- How early pupils are identified as having SEND
- Pupils' progress and attainment once they have been identified as having SEND
- Whether pupils with SEND feel safe, valued and included in the school community
- Comments and feedback from pupils and their parents.

13.2 Monitoring the Policy

This policy will be reviewed annually by the Principal and SENDCO. It will also be updated when any new legislation, requirements or changes in procedure occur during the year. It will be approved by the full governing board.

14. Data Protection

Information relating to pupils with SEND will be processed and stored in according with UK data protection legislation and the Trust's Data Protection Policy.

15. Links with other Policies and Documents

This policy links to the following documents:

- SEN information report
- The Local Offer
- Accessibility plan
- Behaviour policy
- Equality information and objectives
- Supporting pupils with medical conditions policy
- Attendance policy
- Safeguarding / Child Protection Policy
- Complaints Policy
- Curriculum Policy
- Equal Opportunities Policy
- Assessment policy
- Fidget toy policy.