

ST MARY'S CATHOLIC PRIMARY SCHOOL



SEND information report

St Mary's Catholic Primary School – SEND Information Report

St Mary's Catholic Primary School is an inclusive school and may offer the following range of provision to support children with communication and interaction, social, emotional and mental health difficulties, cognition and learning needs and sensory or physical needs.

The range of support will be tailored to individual needs to maximise progress following thorough assessment by internal or external agencies and in accordance with the schools budget. We promote pupils working towards becoming independent and resilient learners.

Information and Guidance for parents:

Definition of SEND

'A pupil has SEND where their learning difficulty calls for special educational provision, that is provision that is different from or additional to that normally available to pupils of the same age.'

The New Code of Practice 2014 6.12

Who should I contact to discuss the concerns or needs of my child?

The initial point of contact should always be your child's class teacher. The class teacher will always seek advice where necessary from our SENco (Special Educational Needs Coordinator), Magdalena Tusting.

The class teacher is responsible for:

Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be things like targeted work or additional support) and letting the SENco/Assistant SENco know as necessary.

- Writing Learning Support Plans (LSP), with support from the SENco and sharing and reviewing these with parents once each term and planning for the next term.
- Ensuring that all staff working with your child in school are helped to deliver the planned work/programme for your child, so they can achieve the best possible progress. This may involve the use of additional adults, outside specialist help and specially planned work and resources. This is overseen by the SENco.
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.

The SENco is responsible for:

- Coordinating all the support for children with SEND and developing the school's SEND Policy to make sure all children get a consistent, high quality response to meeting their needs in school.
- Ensuring that you as a parent/carer are:

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- involved in supporting your child's learning ○ kept informed about the support your child is getting
- involved in reviewing how they are progressing through termly review meetings between you and the staff working with your child
- Liaising with all professionals who may be coming into school to help support your child's learning e.g. Speech and Language Therapist, Educational Psychologist etc.
- Coordinating all the support from the Educational Psychology Service
- Making requests for the Education Health and Care Plan (EHCP) Assessments
- Liaising with the LA SEND department and School Governors about placements of pupils with Education Health and Care Plans
- Liaising with Secondary schools about the Year 6 SEND pupils and being responsible for transferring all the relevant information and paperwork
- Updating the school's SEND register (a system for ensuring all the SEND needs of pupils in this school are known) and making sure that there are excellent records of your child's progress and needs.

The Headteacher is responsible for:

- The day to day management of all aspects of the school, this includes the support for children with SEND.
- Delegating responsibility to the SENco and class teachers but is still responsible for ensuring that your child's needs are met.
- Ensuring that the Governing Body is kept up to date about any issues in the school relating to SEND.

The SEND Governor is responsible for:

- Ensuring that the necessary support is provided for any child who has SEND, through termly meetings with the SENco and termly reports from the Headteacher.

How can I let the school know I am concerned about my child's progress in school?

- If you have concerns about your child's progress you should speak to your child's class teacher initially.
- If you are not happy that the concerns are being managed and that your child is still not making progress you should speak to the SENco.
- If you are still unhappy, you should see the Headteacher
- The school does have a Complaints Procedure which you can access here on the website in the SEND section

How will St Mary's let me know if they have concerns about my child's learning at school?

At St Mary's we hold termly pupil progress meeting where each child's progress is discussed with the class teacher. You can also request the SENco to attend these meetings. If any child is identified as a concern, the school will set up a meeting to discuss this with you in more detail and to:

- listen to any concerns you may have
- plan any additional support your child may receive

What are the different types of support and strategies that are available for children with SEND at St Mary's?

First and foremost, your child should receive consistent quality first teaching in the classroom on a daily basis:

For your child this would mean:

- That the teacher has the highest possible expectations for your child and all pupils in their class.
- That all teaching is based on building on what your child already knows, can do and can understand.
- Different ways of teaching are in place so that your child is fully involved in learning in class. This may involve things like using more practical learning, grouping children with mixed abilities or similar abilities, working in pairs or work that requires independent working.
- Specific strategies (which may be suggested by the SENco or outside agencies) are in place to support your child to learn.
- Your child's teacher will have carefully checked on your child's progress and will have identified if your child has a gap in their understanding/learning and needs some extra support to help them make the best possible progress.

All children in school should be getting this as a part of standard classroom practice.

Some children will benefit from working in a smaller group of children on specific learning tasks to help them make progress.

These groups, (often called 'Intervention groups') may be:

- Run in the classroom or outside the classroom.
- Run by a teacher or a teaching assistant (TA) who has had training to run these groups.

We have a range of intervention groups across the school tailored to individual needs of identified pupils.

Some children will need to be referred to an external professional so that we can access support and advice from them.

This is most often the case when quality first teaching and intervention groups have not helped your child to make enough progress. We work closely with the Educational Psychologist (EP) and can make referrals for any pupil to receive professional advice and agree on strategies that will support the identified pupil. Parents need to give their consent so that a referral to the Educational Psychologist is made.

We can also make referral to the Child Development Centre, CAHMs and Autism Advisory Team.

Waiting lists for these professionals can be long and so it is advisable to refer your child as soon as you feel it necessary. If it is a health or medical matter,

parents may also go to their GP for these referrals as sometimes this can be quicker than referring through school.

When the referral has been made and accepted, the professional will make an appointment to assess your child. The specialist professional will work with your child and their teacher to understand their needs and make recommendations, which may include:

- Making changes to the way your child is supported in class e.g. some individual support or changing some aspects of teaching to support them better
- Support to set better targets which will include their specific expertise
- A group run by school staff under the guidance of the outside professional e.g. a social skills group
- A group or individual work with outside professionals

Some children may need more specified individual support beyond that already provided by the school as part of its core offer. This can be provided by requesting an Education Health and Care Assessment from the local authority in which you live.

Local offer: www.rbkc.gov.uk/kb5/rbkc/fis/localoffer.page?localofferchannel=0

The support is usually provided via an Education, Health and Care Plan (EHCP), before 1st September 2014 known as Statement of SEND). This means your child will have been identified by the class teacher/SENco as needing a particularly high level of individual or small group teaching. It means that the school needs additional financial support from the LA to enable your child's outcomes to be met.

For your child this would mean:

- The school (or you) can request that the Local Authority (LA) carry out a statutory assessment of your child's needs. This is a legal process which sets out the amount of support that will be provided for your child to enable them to reach their desired outcomes.
- After the school (or you) have sent in the request to the Local Authority (with a lot of information about your child, including some from you), the LA will decide whether they think your child's outcomes are not being met (as described in the paperwork provided) and therefore requires a statutory assessment. If this is the case they will ask you and all professionals involved with your child to write a report outlining what would be required to enable your child to meet their desired outcomes. If they do not think your child needs an EHC Plan, they will not carry out a statutory assessment but will ask the school to continue with the support already provided at school.
- If the statutory assessment is going ahead, after the reports have all been sent in, the Local Authority will decide if your child's needs are severe, complex and lifelong and that they need additional financial support in school to enable them to make good progress. If this is the case the LA

will write an Education, Health and Care Plan (EHC Plan). If this is not the case, they will ask the school to continue with the support at School.

- If your child is given an EHC Plan parents have the right to request a personal budget to support some of the outcomes in their child's plan, as long as they meet the criteria detailed in RBKC's Local Offer. RBKC's Local Offer details the services you are able to access with a personal budget. The EHC Plan will outline the amount of the personal budget, whether it is being funded by Education, Health, Social Care or the school, and how it will be used to support your child's outcomes.

This type of support is available for children whose learning needs are:

- Significant, complex and lifelong
- Requiring more support in school than the school's budget can provide

How will the teaching be adapted for my child with SEND?

- All Class Teachers plan lessons according to the specific needs of all groups of children in their class, and will ensure that your child's needs are met, through adaptations set out in their planning.
- Teaching Assistants with the relevant and appropriate training can adapt the teachers' planning to support the needs of your child where necessary.
- Specific resources and strategies will be used to support your child individually and in small groups.
- Personalised Learning Support Plans and timetables are written to support your child which means sometimes they will work with the rest of the class and at other times they will work on a parallel curriculum individually or with a small group of children working at a similar level.
- Planning and teaching will be adapted on a daily basis if needed to meet your child's learning needs

How will the curriculum be matched to my child's needs?

- Teachers are well skilled at adapting teaching to meet the diverse range of needs in each class. Termly, weekly and daily planning will take into account of individual needs. Differentiation is planned for in a variety of ways to ensure all pupils can succeed and be challenged in all of their lessons.
- We regularly review the professional development for all teaching and support staff to ensure there is the appropriate expertise to support all children's needs.
- In collaboration with the class teacher, additional adults may offer one to one or small group support to meet more specific learning needs.
- When a child is identified as having a Special Educational Need, they will be placed on the SEND Register.
- Class teachers meet with the SENco in October, March and June to review progress, to write a personalised 'Learning Support Plan' and short term targets are set, these prioritise key areas of learning or behaviour to

address, and by which progress can then be measured. Specialist resources may be given to pupil where appropriate.

- Our education provisions will match the needs of the four broad areas of need as defined in the SEN Code of Practice 2014:
 - Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health
 - Sensory and/or physical needs

How is extra support allocated to SEND pupils at St Mary's?

- The school budget, received from RBKC LA, includes money for supporting children with SEND.
- The Head Teacher decides on the budget for Special Educational Needs and Disabilities in consultation with the school governors, on the basis of needs in the school. Parents who have a child with an Education Health and Care Plan are informed about how funds can be best used to support their child.
- The Headteacher and the SENco discuss all the information they have about SEND in the school, including:
 - the children getting extra support already
 - the children needing extra support
 - the children who have been identified as not making as much progress as would be expected
- They then decide what resources/training and support is needed.
- All resources/training and support are reviewed regularly and changes made as needed.

How will St Mary's measure progress of my child in school and the effectiveness of the provision?

- Your child's progress is continually monitored by their class teacher.
- Your child's progress will be assessed both in terms of his/her regular learning within the class and with regard to specific interventions.
- Their progress is reviewed formally every term at a pupil progress meetings with the class teacher, Headteacher, assessment coordinator and SENco.
- If your child is in Year 1 and above, but is not yet at National Curriculum levels, a more sensitive assessment tool is used which shows their level in more detail and will also show smaller but significant steps of progress. The levels are called 'pre-key stage levels'.
- At the end of key stage 2 (i.e. at the end of Year 6) pupils are required to be formally assessed using Standard Assessment Tests (SATS). This is something the government requires all schools to do and the results from Year 6 are published nationally.
- Children with additional needs will have a Learning Support Plan, which will be reviewed with your involvement, every term and the plan for the next term made.

This is in addition to parents' consultation evenings. For children who do not have a Learning Support Plan, parents can request a meeting with

the class teacher at any point to review their child's progress (in addition to the 2 meetings already offered for all children).

- The progress of children with an EHC Plan is formally reviewed at an Annual Review with all adults involved with the child's education.
- The SENco will also check that your child is making good progress within any individual work and in any group that they take part in.

How will my child be supported when they leave St Mary's or move to the next year groups?

We recognise that transitions can be difficult for a child with SEND and take steps to ensure that any transition is a smooth as possible.

If your child is moving to another school:

- We will contact the school SENco and ensure he/she knows about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.

In Year 6:

- You will be able to discuss the Secondary Transfer procedures for your child during their Annual Review Meeting in Year 5.
- Where possible your child will visit their new school on several occasions and in some cases staff from the new school will visit your child at St Mary's.
- Your child's class teacher will meet any visiting transition staff from your child's new secondary school.
- If required/requested the SENco will attend secondary transition meetings to discuss the specific needs of your child with the SENCO of their secondary school.
- Your child will take part in focused learning about aspects of transition to support their understanding of the changes ahead.

How does St Mary's school ensure the teaching staff are appropriately trained to support my child's special educational needs and/or disability?

At St Mary's school we believe that your child's learning needs will be met firstly through the high quality teaching delivered by their class teacher. This will include on-going quality assessment of your child's needs, planning, which meets these needs and evaluation of these strategies and their success in supporting your child to do their best.

The school staff (teaching and support staff) participate in a wide range of professional development to ensure there is the appropriate expertise to support children with SEND. The school uses expertise from professionals within the school, advice and support from professionals from outside organisations and providers and accesses a wide range of external training opportunities. These include:

- Bi-borough Training for teachers

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- Training provided by the Outreach team for support staff
- Speech and Language Therapy training
- Training delivered by the Educational Psychologist, which is tailored for specific needs of our pupils

What support will there be for my child's overall well-being?

At St Mary's we have a full programme of pastoral support available to all our pupils. We continue to provide the following, according to needs of our pupils:

- Speech & Language Therapy
- Educational Psychologist
- Links with RBKC Advisory Team
- Behaviour and Pastoral Care Manager
- Music Therapy
- Emotional Literacy support group

What specialist services and expertise are available at or accessed by the school?

- The Bi-Borough Inclusion Service which consists of the Autism Advisory Team, the Sensory Support Team and the SEN Occupational Team.
- Intervention Team Primary
- Early Help for Families
- CAMHS (Child and Adolescent Mental Health Service)
- Behaviour and Family Support Team (BFST)
- Social Services
- School Nurse
- Speech and Language Therapy
- Educational Psychologist
- Child Development Service

How is my child included in the same activities as their peers at St Mary's?

At St Mary's we are an inclusive school and provide equal opportunities for all children. All school clubs and educational trips are available to all children. If necessary St Mary's school will make reasonable adjustments to ensure children with SEN and/or disabilities are included in all activities.

What support is there for me as a parent of a child with SEND?

Please, see the Local Authority Local offer, which can be found on the LA's website of your residency borough.

Royal Borough of Kensington and Chelsea Local Offer can be accessed by clicking the link below:

Local offer: www.rbkc.gov.uk/kb5/rbkc/fis/localoffer.page?localofferchannel=0

LAC (Looked After Children) and SEND

Any child who is a LAC (Looked after Child) will receive support according to the same criteria and arrangements as all the children with SEND needs in our

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school. Additionally, we work closely with the LA Virtual School for Looked After Children and each LAC has an allocated VS key worker who checks regularly with the school to ensure the continued provision and progress.

Glossary of the most used SEND terms

Abbreviation	Description
ADD	Attention Deficit Disorder
ADHD	Attention Deficit & Hyperactivity Disorder
ASD	Autistic Spectrum Disorder
BESD	Behavioural Emotional & Social Difficulties
CAF	Common Assessment Framework – which has now been replaced by “Early Help Form”
CAMHS	Child & Adolescent Mental Health Service
COP	Code of Practice
CP	Child Protection
EAL	English as an Additional Language
EP	Educational Psychologist
FSM	Free School Meals
FLO	Family Liaison Officer
HI	Hearing Impairment
LSP	Learning Support Plan
ISR	In School Review
KS	Key Stage
LA	Local Authority
LAC	Looked After Child

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LM	Learning Mentor
LSP	Learning Support Plan
MLD	Moderate Learning Difficulty
NC	National Curriculum
OT	Occupational Therapist
Quality first teaching	The class teacher providing excellent support to all learners to ensure they make all are making progress
PSP	Pastoral Support Programme
SALT	Speech & Language Therapy
Abbreviation	Description
SEN	Special Educational Needs
SEND	Special Educational Needs & Disability
SENco	Special Educational Needs Co-ordinator
SpLD	Specific Learning Difficulty
VI	Visual Impairment

Relevant staff contact details:

Executive Headteacher: Geraldine Hampton geraldine.hampton@st-marys.rbkc.sch.uk

SENco: Magdalena Tusting Magdalena.tusting@st-marys.rbkc.sch.uk

This SEND Information Report was sent for consultation to all parents in September 2025.