



SEN Information Report

Introduction

Kelvedon Hatch Community Primary School is a mixed academy with a focus on achievement and enjoyment for all. Our **SEN Information Report** provides details about how we support children and young people with special educational needs (SEND) in our school and forms part of the Essex County Council local offer: <http://www.essexlocaloffer.org.uk/categories/education>

The aims of our policy and practice in relation to special educational needs and disability in this school are to:

- Encourage the participation of children, their parents or carers, and young people in decision making;
- Focus on the early identification of children and young people's needs and early intervention to support them;
- Collaborate between education, health and social care services to ensure the best possible outcomes for all pupils;
- Ensure that pupils with SEND have access to high quality provision to meet their learning needs and other identified areas of need;
- Maintain a focus on inclusive practice and on removing barriers to learning;
- Support pupils as they reach transition points in their education.

The school recognises that a child or young person has a special educational need if they:

- Have a significantly greater difficulty in learning than the majority of others the same age.
- Require provision different from or additional to that normally available to pupils of the same age.
- Have a disability which prevents them or hinders them from making use of the facilities of a kind generally provided for others of the same age in mainstream school.

This is defined in the *Special educational needs and disability code of practice: 0-25 years (2015)*. The school makes provision in accordance with the *SEND code of practice (2015)*; *The Equality Act (2010)*; *The Special Educational Needs and Disability Regulations (2014)* and the *Children and Families Act (2014)*.

There are four broad areas of special educational need defined in the *SEND Code of Practice (2015)*. These are:

- Communication and Interaction
- Cognition and Learning
- Social, Emotional and Mental Health Difficulties
- Sensory and/or physical needs

The school provides data on the levels and types of need to the Local Authority. This is collected through the school census.

The following school policies which underpin this SEND Information Report can be viewed on our [school website](#):

- Anti-Bullying Policy
- Behaviour Policy
- Accessibility Plan

The following Discovery Educational Trust (DET) policies which underpin this SEND Information Report can be found on the [DET website](#):

- SEND Policy
- Children with Health Needs who Cannot Attend School Policy
- Safeguarding and Child Protection Policy
- Supporting Pupils with Medical Needs Policy

How we identify, assess and review children with special educational needs

Early identification of SEND and early intervention are the key to ongoing success for our pupils. In all year groups, we assess children's progress against national and age-related expectations. We use target tracker to track and monitor that all our pupils make progress in line with, and above, their starting points. Where there is a concern, parents are notified and are invited to meet with the class teacher and/or the SENDCO.

In deciding whether to make special educational provision to support educational, social, physical or emotional needs, we:

- Work in partnership with parents/carers and pupils
- Use assessment tools and materials
- Use observations
- Consult with relevant external agencies

Where a pupil is identified as having a special educational need we follow a graduated approach which takes the form of **Assess, Plan, Do, Review**. This means that we will:

- **Assess** a child's special educational needs. This would include assessment by the teachers supported by the SENDCO. This may include observations and assessments carried out by external agencies.
- **Plan** the provision to meet your child's aspirations, needs and agreed outcomes. Additional or different provision is planned by the class teacher with support from the SENDCO and external advice. Outcomes are discussed and agreed at one planning meetings with parents/carers and the child (where appropriate).
- **Do** what we planned. We put the provision in place to meet those outcomes. This may be strategies we have agreed to use in the classroom or interventions that will take place during the day.
- **Review** the support and progress. The impact of any strategies or interventions is reviewed with teachers, parents/carers and the child, looking at progress towards targets and next steps.

As part of this process every child with SEND will have a **one plan** that describes the child's strengths, needs, outcomes and provision to meet those needs. Parents/carers and child's views are integral to this process and this is reviewed termly.

A small percentage of children with significant and/or complex needs may require an assessment that could lead to an **Education, Health and Care Plan**. An EHC needs assessment would be carried out where the current levels of support and intervention are not leading to improved progress for the child and where further support might be needed to ensure the needs of an individual child are fully met.

How we adapt the curriculum and learning environment for children and young people with SEND.

Most children at our school will have their special educational needs met through excellent classroom practice. This is called **High Quality Teaching**. Teachers set high expectations for every pupil, whatever their prior attainment. Lessons are planned to address potential areas of difficulty and to remove barriers to pupil achievement. Such planning will mean that most pupils with SEND and disabilities will be able to study the full curriculum.

Where the class teacher identifies that high quality teaching is not meeting the child's specific learning needs, additional observations and assessments are undertaken and discussed with the SENDCO. If required, the child is given support which is 'different from and in addition to' our differentiated curriculum. After discussion with parents/carers and where appropriate for the child, a one plan would be developed with individual targets and strategies. This would mean additional work in a small group or on a one-to-one basis to carry out specific interventions to support a child to meet their individual needs. The SENDCO works alongside class teachers and support staff to oversee SEND provision and monitor the progress of any child requiring additional support. Examples of additional support at Kelvedon Hatch Community Primary School are as follows:

- Maths Meetings
- English Meetings
- Daily Reader
- Times Tables Rock Stars
- Precision Teaching
- Handwriting support
- Fine Motor Skills support
- Time to Talk
- SENDsory breaks
- Zones of Regulation

A child who, despite having extra provision is still failing to make significant progress, may be identified as having higher needs. Where appropriate, other agencies will be asked to work alongside the school to assess a child and plan for their needs. At all stages, parents/carers will be involved in the process. This level of intervention is for pupils with more complex and/or enduring difficulties and may include:

- Speech and Language Therapist involvement
- Educational Psychologist involvement
- Occupational Therapist involvement
- Paediatrician involvement

- Specialist Community Health Visitor involvement
- Assessments and monitoring to ensure appropriate intervention and access to learning
- 1:1 Support

Specialist equipment and site adjustments

We are committed to ensuring that children and young people with SEND are enabled to engage with activities available with children in the school who do not have SEND. The school has a range of equipment to ensure access to both the curriculum and the school site. There is a disabled toilet with a hoist. There are ramps which make all three school buildings accessible. In accordance with the *Equality Act (2010)*, we will make reasonable adjustments to prevent disabled children being put at a substantial disadvantage. More information can be obtained by contacting the SENDCO.

Transition between phases of education

The school works closely with parents and other schools to ensure that transition meets the needs of the pupils in our care. A number of strategies are in place to enable pupils' effective transition into our school and on to secondary school.

A planned induction programme is delivered in the summer term to support transfer for pupils starting school in September. Parents/carers are invited to a meeting at the school and are provided with a range of information to support them in enabling their child to settle into the school routine. The SENDCO meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and perceived challenges to be anticipated prior to entry. If pupils are transferring from another setting, the previous school records will be requested immediately and a meeting set up with parents/carers to identify and reduce any concerns.

To support transition to key stage three, secondary schools provide a number of opportunities for pupils and parents to meet staff in the new school. These opportunities are further enhanced for pupils with SEND and identified on the secondary schools' websites. The annual review in Y5 for pupils with an EHCP begins the process where parents are supported to make decisions regarding secondary school choice. Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information provided is comprehensive but accessible. Accompanied visits to other providers may be arranged as appropriate.

Bullying

We take the issue of bullying very seriously and always endeavour to address any issues of this nature as soon as they arise. Children with SEND may find it more difficult to seek help if they are unhappy at school or if they feel they are being bullied. For this reason, teachers incorporate less formal teaching sessions such as circle time or 'talk time' to encourage children to discuss their worries.

Children may also report concerns to their class teacher or another member of staff with whom they feel comfortable – this can be done verbally. Staff may seek support from the safeguarding team if they feel a child has a worry or concern that they are not readily sharing.

Support for Emotional and Social Development

At Kelvedon Hatch Community Primary School our work is underpinned by our school values:

- Kindness
- Honesty
- Confidence
- Perseverance
- Safety

As part of our PSHE curriculum and our assembly programme, children learn about making friends, strategies for problem solving and coping effectively with their emotions. This is reinforced by the ethos of the school and classroom practice.

The children have opportunities to contribute and share their ideas as part of the school council, comprised of two pupils per class. They learn about democracy, working as a team and supporting their peers. Children also take part in a pupil survey where they have the opportunity to share their thoughts and feelings about all aspects of school life and make suggestions for how the school could further improve.

We have a positive approach to managing behaviour with reward systems in class, a school values and a celebration assembly every week to mark the academic, sporting and social achievements of the children.

Where children struggle to regulate their emotions and/or social development, we can implement additional interventions, including zones of regulation.

We work in partnership with a wide range of external agencies to access advice to support the emotional and social development needs of our SEND children. This includes educational psychologists, occupational therapists, speech and language therapists, school nurses, CAMHS, social services and medical professionals.

Arrangements for pupils with SEND undertaking tests

Where a child is able to access the SATs tests a number of additional arrangements can be put in place to support them:

- Additional time
- Rest breaks
- A reader
- A scribe
- Use of a laptop
- Adapted papers

Looked After Children with SEND

We have a Designated Teacher for looked after children (LAC) who works to ensure all teachers in school understand the implications for those children who are looked after and have SEND. We work closely with the Virtual School who are there to ensure effective systems are in place for LAC. Some children may not be diagnosed when they are first looked after and we work with carers to address any concerns and assess and address any SEND needs.

Looked after children with SEND are supported in school and have a one plan which is regularly reviewed. All LAC have a statutory Care Plan which is drawn up by the local authority. The Personal Education Plan (PEP) is a legal part of the care plan and is a statutory requirement for LAC in education. We ensure that LAC have a PEP which is also reviewed every term. The one plan and PEP should work together. If a LAC with SEND requires further assessment for an EHCP this is done in a timely manner.

How we evaluate the effectiveness of SEND provision

We evaluate the effectiveness of SEND provision through monitoring impact and pupil progress. As a school we carry out lesson observations, learning walks, book looks and talk to pupils. We also carry out pupil and parent surveys which cover the quality of teaching and learning and SEND provision. Feedback is used to inform future planning.

Working in partnership with families

Building relationships with parents/carers is a key part of our working practice. Parents/carers may access professionals in the school at any point through email, telephone conversations and arranged meetings. Parents are able to discuss issues with teachers informally after school, at formal parents' evenings throughout the school year. Parents/carers of children and young people with SEND will have contact from the school at least once per term to ensure that their child's progress is understood and the ways to support their child are decided and clear. We encourage parents to contact the school at their earliest convenience if they have any questions or need some information.

Our pupils are at the heart of everything that we do and we ensure that their voice is paramount in what we do with and for them. We use a range of techniques to enable our students to tell us what their issues are and the best ways we can help and support them. Meetings with the SENDCO are based around person centred techniques, meaning that the child's views are listened to and valued.

The school is committed to working with parents/carers to ensure the needs of our pupils are met. There are many other agencies that parents can access for support, including:

SNAP www.snapcharity.org 01277 211300

FACE- Families Acting for Essex info@face-essex.org 01245 608231

Local GP Surgery

Local Library

Brentwood Healthy Family Team 0300 247 0013

Families in Focus (Essex) www.familiesinfocusessex.org.uk

Parent Partnerships www.parentpartnerships.co.uk 01245 436036

Children's Integrated Therapies www.nelft.nhs.uk/services-essex-childrens-integrated-therapies
0300 300 1555

InterAct www.interact.org.uk/about/about-us 01245 608201

The Children's Society East www.childrensocietyeast.org.uk

IPSEA www.ipsea.org.uk

School SENDCo

The Special Educational Needs Co-ordinator (SENDCo) is Mr Cracknell. He can be contacted:

By phone: 01277 372341

By e-mail: sendco@kelvedonhatch.essex.sch.uk

We endeavour to ensure that our service to parents and pupils is the best we can provide. However, if you feel this is not the case we operate an 'open door' policy. We aim to resolve any issues swiftly and in person, often coming to mutual agreement and understanding. A parent's first port of call is to arrange a meeting with the class teacher. If necessary, they would then contact the SENDCO, after which, the matter would progress to the Headteacher. In the unlikely event that the matter is not concluded, the complaints procedure can be read on the school website, or a copy is available in the school office on request.