

# Hatfield Peverel St Andrew's Junior School



## SEND Information Report

### Document Detail

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## Contents

Contents .....	2
1. What types of SEN does the school provide for? .....	3
2. Which staff will support my child, and what training have they had? .....	4
3. What should I do if I think my child has SEN? .....	4
4. How will the school know if my child needs SEN support? .....	5
5. How will the school measure my child’s progress? .....	6
6. How will I be involved in decisions made about my child’s education? .....	6
7. How will my child be involved in decisions made about their education? .....	7
8. How will the school adapt its teaching for my child? .....	7
9. How will the school evaluate whether the support in place is helping my child? .....	8
10. How will the school resources be secured for my child? .....	9
11. How will the school make sure my child is included in activities alongside pupils who don’t have SEND? ..	9
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability? .....	9
13. How does the school support pupils with disabilities? .....	10
14. How will the school support my child’s mental health and emotional and social development? .....	10
15. What support will be available for my child as they transition between classes or settings or in preparing for adulthood? .....	10
16. What support is in place for looked-after and previously looked-after children with SEN? .....	11
17. What should I do if I have a complaint about my child’s SEN support? .....	11
18. What support is available for me and my family? .....	11
19. Glossary .....	12

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**Note:** If there are any terms we’ve used in this information report that you’re unsure of, you can look them up in the Glossary at the end of the report.

### Introduction

Our school values are Compassion, Achievement, Respect and Enjoyment (CARE values).

Our school vision is *‘Every child is loved and known, every child shines’*, supported by our chosen bible passage **‘Let your light shine’ Matthew 5:16**.

At St. Andrew's we are aware that some pupils will have a greater difficulty in learning than the majority of children of their age. Their needs will vary but can be identified under four headings; Communication and interaction; Cognition and learning; Social, mental and emotional health; Sensory and/or physical. We aim to give all these pupils individual consideration and make the necessary special provision for them, working in partnership with parents and others, to enable them to have access to the full school curriculum. We aim for our school to be an inclusive and safe environment, including addressing behaviour and bullying.

## 1. What types of SEN does the school provide for?

Our school provides for pupils with the following needs:

AREA OF NEED	CONDITION
<b>Communication and interaction</b>	Autism spectrum disorder
	Speech and language difficulties
<b>Cognition and learning</b>	Specific learning difficulties, including dyslexia, dyspraxia, dyscalculia
	Moderate learning difficulties
	Severe learning difficulties
<b>Social, emotional and mental health</b>	Attention deficit hyperactive disorder (ADHD)
	Attention deficit disorder (ADD)
<b>Sensory and/or physical</b>	Hearing impairments
	Visual impairment
	Multi-sensory impairment
	Physical impairment

## 2. Which staff will support my child, and what training have they had?

### Our special educational needs co-ordinator, or SENCO

If you would like more information about the provision for children with Special Educational Needs and Disability (SEND) then you should contact our Special Educational Needs Co-ordinator (SENCo), Mrs Allison Dutaut, via the school office on 01245 380131 or by emailing [deputy@hatfieldpeverel-jun.essex.sch.uk](mailto:deputy@hatfieldpeverel-jun.essex.sch.uk)

They have 5 years experience in this role and have worked as a teacher and leader in a Severe Learning Disability (SLD) school, and as a Lead Specialist Teacher for Essex County Council. They are a qualified teacher.

They achieved the National Award in SEN Coordination (NASENCO) in 2021.

They are allocated 2 days per week to manage SEN provision.

### Class teachers

All of our teachers receive in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN.

### Teaching assistants (TAs)

We have a team of 15 TAs, including 4 higher-level teaching assistants (HLTAs) who are trained to deliver SEN provision.

All of our teaching assistants are trained to deliver relevant interventions such as Number Stacks, Little Wandle Phonics, Language for Thinking, Nurture etc.

In the last academic year, TAs have been trained in Word Aware, Little Wandle Phonics, Good Autism Practice, Number Stacks.

### External agencies and experts

Sometimes we need extra help to offer our pupils the support that they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEN and to support their families. These include:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- GPs or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officers
- Social services and other LA-provided support services
- Voluntary sector organisations

## 3. What should I do if I think my child has SEN?

Tell us about your concerns

We will invite you to a meeting to discuss them

We will decide whether your child needs SEN support

If you think your child might have SEN, the first person you should tell is your child's teacher by emailing the year group.

They will pass the message on to our SENCO as required, who will be in touch to discuss your concerns.

You can also contact the SENCO directly [deputy@hatfieldpeverel-jun.essex.sch.uk](mailto:deputy@hatfieldpeverel-jun.essex.sch.uk)

We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are.

Together we will decide what outcomes to seek for your child and agree on next steps.

We will make a note of what's been discussed and add this to your child's record. You will also be given a copy of this.

If we decide that your child needs SEN support, we will formally notify you in writing and your child will be added to the school's SEND register.

## 4. How will the school know if my child needs SEN support?

All our class teachers are aware of SEN and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially.

If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will give the pupil extra tuition to try to fill it. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENCO, and will contact you to discuss the possibility that your child has SEN.

The SENCO will observe the pupil in the classroom and in the playground to see what their strengths and difficulties are. They will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data.

The SENCO will ask for your opinion and speak to your child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician.

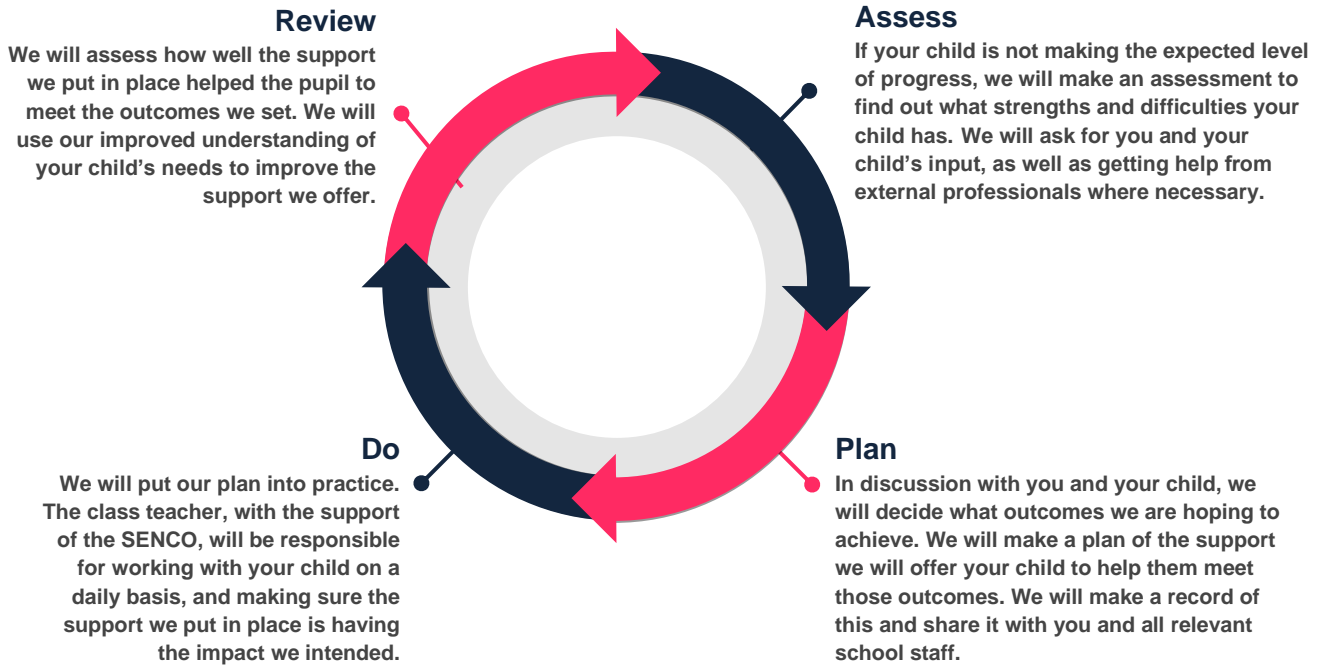
Based on all of this information, the SENCO will decide whether your child needs SEN support. You will be told the outcome of the decision in writing.

If your child does need SEN support, their name will be added to the school's SEN register, and the SENCO will work with you to create a SEN support plan for them.

## 5. How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEN needs.

The graduated approach is a 4-part cycle of **assess, plan, do, review**.



As a part of the planning stage of the graduated approach, we will set outcomes that we want to see your child achieve.

Whenever we run an intervention with your child, we will assess them before the intervention begins. This is known as a 'baseline assessment'. We do this so we can see how much impact the intervention has on your child's progress.

We will track your child's progress towards the outcomes we set over time and improve our offer as we learn what your child responds to best.

This process will be continual. If the review shows a pupil has made progress, they may no longer need the additional provision made through SEN support. For others, the cycle will continue and the school's targets, strategies and provisions will be revisited and refined.

## 6. How will I be involved in decisions made about my child's education?

We will provide termly One Plan reports on your child's progress.

Your child's class/form teacher will meet you termly to:

- Set clear outcomes for your child's progress
- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do

The SENCO may also attend these meetings to provide extra support.

We know that you're the expert when it comes to your child's needs and aspirations. So we want to make sure you have a full understanding of how we're trying to meet your child's needs, so that you can provide insight into what you think would work best for your child.

We also want to hear from you as much as possible so that we can build a better picture of how the SEN support we are providing is impacting your child outside of school.

If your child's needs or aspirations change at any time, please let us know right away so we can keep our provision as relevant as possible.

After any discussion we will make a record of any outcomes, actions and support that have been agreed. This record will be shared with all relevant staff, and you will be given a copy.

If you have concerns that arise between these meetings, please contact your child's class teacher via the year group email address.

## **7. How will my child be involved in decisions made about their education?**

The level of involvement will depend on your child's age, and level of competence. We recognise that no 2 children are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Attend meetings to discuss their progress and outcomes
- Prepare a presentation, written statement, video, drawing, etc.
- Discuss their views with a member of staff who can act as a representative during the meeting
- Complete a survey

## **8. How will the school adapt its teaching for my child?**

Your child's teachers are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will differentiate (or adapt) how we teach to suit the way the pupil works best. There is no '1 size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child.

These adaptations include:

- Differentiating our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Teaching assistants will support pupils on a 1-to-1 basis when our risk assessment shows that this is required, or we are directed to do so by Essex County Council.
- Teaching assistants will support pupils in small groups when they have been identified as requiring intervention or in-class group support.

AREA OF NEED	CONDITION	EXAMPLES OF HOW WE SUPPORT THESE PUPILS
<b>Communication and interaction</b>	Autism spectrum disorder	Visual timetables Social stories
	Speech and language difficulties	Speech and language therapy
<b>Cognition and learning</b>	Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia	Writing slope Targeted spelling support Pen grips Task planners
	Moderate learning difficulties	Personalised planning
	Severe learning difficulties	Key skills curriculum
<b>Social, emotional and mental health</b>	ADHD, ADD	Quiet workstation Movement breaks Wobble cushions
	Adverse childhood experiences and/or mental health issues	Nurture groups
<b>Sensory and/or physical</b>	Hearing impairment	Hearing loops Visual aids
	Visual impairment	IT support Magnifiers Enlarged text
	Physical impairment	Physiotherapy exercises Adaptive equipment

## 9. How will the school evaluate whether the support in place is helping my child?

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals each term
- Reviewing the impact of interventions termly.
- Using pupil questionnaires
- Monitoring by the SENCO
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)



## 10. How will the school resources be secured for my child?

It may be that your child's needs mean we need to secure:

- Extra equipment or facilities
- More teaching assistant hours
- Further training for our staff
- External specialist expertise

If that's the case, we will consult with external agencies to get recommendations on what will best help your child access their learning.

The school will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from our local authority.

## 11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?

All of our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.

All pupils are encouraged to go on our school trips, including our residential trip. We invite parents of higher needs children to join us, when this is beneficial.

All pupils are encouraged to take part in the wider life of the school e.g. class assemblies, year group performances, inter-school competitions etc.

No pupil is ever excluded from taking part in these activities because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included.

## 12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?

The school is able to accommodate children with disabilities, including those in wheelchairs and on crutches. The governors always apply their published admissions criteria to applications for admission to the school. Application for admission would not be refused on the grounds of disability. The school buildings currently facilitate reasonably easy access for the disabled, including ramps and toilet facilities. In the event of a specific admission need, the school would take immediate steps to review accessibility to the building and the other facilities. Documentation in large print, Braille and recorded media can be provided on request through Local Authority services. As part of their planned maintenance program of the school site, governors give due consideration to the access needs of all children and staff e.g. in 2021 we had new ramped access added to year 6, as well as automatic doors fitted to the front and rear of the building, in 2022 we had our outdoor classroom remodelled to allow full wheelchair access. Governors also ensure that all pupils have equal opportunity in curriculum provision and other school activities.

A child with an EHCP (Education, Health, Care Plan) that has named Hatfield Peverel St. Andrew's Junior School will be admitted if the school is confident that it can meet the statutory needs as stated in the EHCP.

**Please note; the school is currently going through a rebuild process which means that the accessibility of its buildings, and ability to safely meet the needs of some disabled pupils may be impacted temporarily during this period. This is outside the control of the school leadership and governors. If you have specific questions about the school's ability to meet your child's needs, please ask to speak to the head teacher or SENCO directly by calling the school office.**

### **13. How does the school support pupils with disabilities?**

At all stages the school employs a variety of intervention and assessment strategies. This ranges from informal observation and general support to more formal assessments and strategies related to specific identified needs. There are extensive resources available for a variety of needs, including practical apparatus, books and ICT equipment. There is access to specialist equipment as need dictates.

There is a clear expectation that all members of staff should be making a significant contribution to raising standards of achievement for all SEND children. The provision is kept under regular review and evaluation by school leaders and the Governing Board.

### **14. How will the school support my child's mental health and emotional and social development?**

We seek to provide extra pastoral support for children with social and emotional difficulties which is considered on an individual basis. We have an experienced team of teachers and teaching assistants who receive training in aspects of SEND according to need. Recent training includes Nurture, Trauma Perceptive Practice (TPP), Stop, Understand and Move On (SUMO) and positive behavior support.

We provide support for pupils to progress in their emotional and social development in the following ways:

- Pupils with SEN are encouraged to be part of the school council
- Pupils with SEN are also encouraged to be part of SHINE club to promote teamwork/building friendships
- We provide extra pastoral support for listening to the views of pupils with SEN by running Nurture sessions,
- We have a 'zero tolerance' approach to bullying. We prevent bullying in the school by following our St Andrew's Blueprint and employing TPP strategies across the school

### **15. What support will be available for my child as they transition between classes or settings, or in preparing for adulthood?**

#### **Between years**

To help pupils with SEND be prepared for a new school year we:

- Ask both the current teacher and the next year's teacher to attend a final meeting of the year when the pupil's SEN is discussed
- Schedule lessons with the incoming teacher towards the end of the summer term

## Between schools

When your child is moving on from our school, we will ask you and your child what information you want us to share with the new setting.

## Between Key Stages

The SENCO of the infant or secondary school will come into our school for a meeting with our SENCO. They will discuss the needs of all the children who are receiving SEN support.

Pupils will be prepared for the transition by:

- Practising with a secondary school timetable
- Learning how to get organised independently
- Plugging any gaps in knowledge

## 16. What support is in place for looked-after and previously looked-after children with SEN?

The headteacher will work with our SENCO, to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEN might interact, and what the implications are for teaching and learning.

Children who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEN support plans or EHC plans are consistent and complement one another.

## 17. What should I do if I have a complaint about my child's SEN support?

Complaints about SEN provision in our school should be made to the head teacher in the first instance. They will then be referred to the school's complaints policy.

If you are not satisfied with the school's response, you 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](#).

If you feel that our school discriminated against your child because of their SEND, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

- Admission
- Exclusion
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal.

<https://send.essex.gov.uk/appeals-advice-and-mediation/step-by-step/mediation-and-tribunals>

## 18. What support is available for me and my family?

If you have questions about SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family.

To see what support is available to you locally, have a look at Essex County Council's local offer. Essex County Council publishes information about the local offer on their website:

<https://send.essex.gov.uk/>

Our local special educational needs and disabilities information advice and support services (SENDIASS) organisations are:

<https://www.essexsendiass.co.uk/>

Local charities that offer information and support to families of children with SEND are listed here:

<https://send.essex.gov.uk/search-support-groups-and-activities>

National charities that offer information and support to families of children with SEND are:

- › [IPSEA](#)
- › [SEND family support](#)
- › [NSPCC](#)
- › [Family Action](#)
- › [Special Needs Jungle](#)

## 19. Glossary

- › **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- › **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- › **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- › **CAMHS** – child and adolescent mental health services
- › **Differentiation** – When teachers adapt how they teach in response to a pupil's needs
- › **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- › **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- › **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- › **Graduated approach** – an approach to providing SEN support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- › **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- › **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEN in the local area
- › **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment

- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child’s disability
- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support children with SEND
- **SEN information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEN
- **SEN support** – special educational provision which meets the needs of pupils with SEN
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages