



# **Littletown Primary Academy**

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## **Special Educational Needs and Disabilities (SEND) Policy**

**This Policy was adopted by the Full Governing Body of  
Littletown Primary Academy**

**On 4<sup>th</sup> March 2025**

**signed.....  
(Chair of Governors)**

**Date Policy to be reviewed: March 2025**

## Context

This policy was developed in consultation with governors, parents and staff of the school community and pays due regard to;

- The SEND Code of Practice: 0 to 25 years, July 2015
- Part 3 of the Children and Families Act 2014 and associated regulations

Governor responsible for SEND: Amanda Farley

Principal: David Perkins

### **Student and Family Support Team**

**SENDCo/ Young Carer Lead:** Kate Prince

**Family Support Worker:** Jacqui Talbot

**Pupil Premium:** Rebecca Jackson

**Mental Health Champion:** - Susie Davis

**English as Additional Language (EAL) Lead:** Julie Fallon

SENDCo Qualifications: Kate Prince: NA SENDCo

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**This policy will be reviewed annually**

## **Special Educational Needs and Disability (SEND) Policy**

This policy is in line with our teaching and learning policy, relationships policy and equality of opportunity policy and aims to support inclusion for all of our children. The responsibility for the management of this policy falls to the Headteacher; the day-to-day operation of the policy is the responsibility of the Special Educational Needs Co-ordinator (SENDCo). The Governing Body, Headteacher and the SENDCo will work together closely to ensure that this policy is working effectively.

Ordinarily Available Inclusive Provision (OAIP) describes the inclusive provision and practice that we provide for all children, including those with SEND, from within our own resources. This will

support all children and young people to attend, engage and thrive at Littletown Primary. It describes approaches, provision and practice that is 'helpful to all, harmful to none and crucial for some'. This includes high quality teaching this is differentiated to meet the needs of the majority of pupils. Some pupils will need something "**additional to** and **different from**" what is provided for the majority of pupils; this is special educational provision and we will use our best endeavours to ensure that provision is made for those who need it.

Littletown Primary Academy will do its best to ensure that the necessary provision is made for any pupil who has special educational needs or disabilities. We will ensure that all staff in the school are able to identify and provide for those pupils who have Special Educational Needs and/or Disabilities to allow pupils with SEND to join in the activities of the school. Identification will be done through the Graduated Response Tool.

The staff and governors of Littletown Primary Academy will also work to ensure that all SEND pupils reach their full potential, are fully included within the school community and are able to make successful transfers between educational establishments. This policy aims to support all members of staff in providing positive whole school approaches towards the learning, progress and achievement of SEND pupils. With this as an underlying principle, we believe that:

***All teachers are teachers of Special Educational Needs.***

***Every teacher is responsible and accountable for the progress and development of all pupils in their class, even where pupils access support from teaching assistants or specialist staff.***

Teaching and supporting pupils with SEND is therefore a whole school responsibility, requiring a whole school response. Meeting the needs of pupils with SEND requires partnership working between all those involved - Local Authority (LA), school, parents/carers, pupils, children's services and all other agencies.

### School Admissions

**No pupil will be refused admission to school based on his or her special educational need. In line with the [Equality Act 2010](#), we will not discriminate against disabled children in respect of admissions for a reason related to their disability. We will use our best endeavours to provide effective educational provision.**

In line with current LEA policy, a place at Littletown Primary Academy is available to a child with SEND provided that:

- a. the parents wish the child to attend the school.
- b. the child's special educational needs can be met by the school.
- c. other pupils will not be disadvantaged.
- d. resources will be used efficiently.

### Aims and Objectives

#### Aims

To provide the structure for a pupil-centred process that engages pupil, family, school and other professionals in planning for and implementing high quality, needs-led provision that is consistent across the school. This is to ensure all of our pupils are able to access the same opportunities for learning and social development, achieving maximum progress, fulfilling their potential and

promoting their well-being. Pupils will be monitored throughout an 'Assess-Plan-Do-Review' cycle as part of the Graduated Response Tool.

### Objectives

The SEND Policy of the Littletown Primary Academy reflects the principles of the **0-25 SEND Code of Practice (2015)**. The aims of this special educational needs policy are to:

- Ensure the **Equality Act 2010** duties for pupils with disabilities are met.
- To enable pupils with special educational needs to have their needs met.
- To take into account the views of the pupils with special educational needs.
- To encourage good communication and genuine partnerships with parents/carers of children with special educational needs.
- To facilitate full access to a broad, balanced and relevant education, including an appropriate curriculum for the foundation stage and the National Curriculum, for pupils with special educational needs.
- In conjunction with the Medical Policy, make arrangements to support pupils with medical conditions and to have regard to statutory guidance supporting pupils at school with medical conditions.
- To implement a graduated approach to meeting the needs of pupils using the Assess, Plan, Do, Review process.
- Develop a culture of inclusion valuing high quality teaching for all learners, with teachers using a range of effective differentiation methods.
- Employ a collaborative approach with learners with SEN and/or disability, their families, staff within school, other external agencies including those from Health and Social Care.
- Set appropriate individual learning outcomes based on prior achievement, high aspirations and the views of the learner and family.
- Share expertise and good practice across the school and local learning community,
- Make efficient and effective use of school resources.
- Have regard to the **0-25 SEND Code of Practice (2015)** for the identification, assessment, support and review of special educational needs.
- Have regard to guidance detailed by Devon County Council.
- Recognise the increase of children experiencing SEMH (Social, Emotional and Mental Health) needs and working together to support them.

### Identifying and supporting Special Educational Needs & Disabilities

#### **Definition of SEND**

Pupils have special educational needs if they have a learning difficulty or disability which calls for special education provision to be made for him/her, namely provision **which is additional to or different from** that normally available in a differentiated curriculum. Littletown Primary Academy regards pupils as having a Special Educational Need and/or Disability if they:

- a. Have a significantly greater difficulty in learning than the majority of pupils of the same age, or;
- b. Have a disability which prevents or hinders him/her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions
- c. Are a child under compulsory age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them (Section 20 **Children and Families Act 2014**)
- d. Have identified Social Emotional Mental Health needs and require additional support.
- e. Have identified Communication and Interaction needs and require additional support.

- f. Have identifies physical and sensory needs and require additional support.

Pupils must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.

Littletown Primary Academy will have regard to the [SEND Code of Practice 2015](#) when carrying out its duties towards all pupils with SEND and ensure that parents/carers are informed by the school that SEND provision is being made for their child.

There may be times in a pupil's school career when they are identified as having a Special Educational Need and/or Disability. This may be on an ongoing basis or for a limited time. These pupils will be provided with intervention and/or support that is 'additional to or different from' the normal differentiated curriculum. Many pupils with sensory and/or physical disabilities may require adaptations, made as reasonable adjustments to resources or timetables under the [Equality Act 2010](#). This will be identified through the 'My Plan' process, our SEND checklist, and the Graduated response tool.

### Areas of Special Educational Need

Under the [0-25, SEND Code of Practice \(2015\)](#) pupils identified as having a special educational need and/or disability (SEND) will be considered within one or more of the following categories of need:

#### *Cognition and Learning*

Children with learning needs may learn at a slower pace than other children and may have difficulty developing literacy or numeracy skills or understanding new concepts. Learning needs may be in addition to or as a result of other special educational needs and/or disability.

Children with a specific learning difficulty (SpLD) will have difficulties related to one or more of dyslexia (reading and spelling), dyscalculia (maths), developmental coordination disorder (coordination) and dysgraphia (writing), APD (auditory processing difficulty).

Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Cognition and Learning needs include:

- Specific learning difficulties (SpLD)
- Moderate learning difficulties (MLD)
- Severe learning difficulties (SLD), and
- Profound and multiple learning difficulties (PMLD)

#### *Social, Emotional and Mental Health Difficulties*

Children may experience a wide range of Social, Emotional and Mental Health difficulties, which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained.

Other children may have disorders such as attention deficit disorder, attention deficit hyperactivity disorder or attachment disorder.

Social, Emotional and Mental Health Difficulties include:

- Attention Deficit Disorder (ADD)
- Attention deficit hyperactivity disorder (ADHD)
- Attachment Disorder
- Childhood Trauma - Post-traumatic stress disorder (PTSD)
- Oppositional Defiance Disorder (ODD)
- Anxiety (high needs)

Please see the Social, Emotional and Mental Health Policy for more information on SEMH difficulties and support offered at Littletown Primary Academy

### *Communication and Interaction needs*

Children with Speech, Language and Communication Needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or because they do not understand or use social rules of communication.

The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives. Children with ASC (Autistic Spectrum Condition) are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

Communication and Interaction needs include:

- Speech, language and communication needs (SLCN)
- Speech Sounds difficulties
- Autism Spectrum Condition (ASC)
- Developmental Language Disorder (DLD)

### *Sensory and/or Physical needs*

Some children require special educational provision because they have a disability and this prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time.

Many children with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning. Children with an MSI have a combination of vision and hearing difficulties. Some children with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Sensory and/or physical needs include:

- Visual impairment (VI)
- Hearing impairment (HI - including Deaf and hearing impairment)
- Multi-sensory impairment (MSI - sometimes referred to as Deafblind or where a child has a number of sensory and physical difficulties)
- Physical disability (PD).
- Sensory processing

- Medical needs

## A Graduated Response to SEND and Littletown Primary Academy SEND checklist

### Early Concerns

The progress made by all pupils is regularly monitored and reviewed by the class teacher. Initially, concerns registered by teachers, parents/carers or other agencies are addressed by appropriate differentiation of the Universal Provision and OAIP within the classroom and a record is kept of strategies used. This can be then used in later discussions if concerns persist.

### How we identify and support pupils with SEN

All pupils' attainment and achievements are monitored by their teacher who is required to provide high quality teaching and learning opportunities differentiated for individual pupils (Universal Provision). Where a pupil is making inadequate progress or falls behind their peers, additional support will be provided under the guidance of the class teacher. Adequate progress could:

- Be similar to that of peers;
- Match or better the pupils' previous rate of progress;
- Close the attainment gap between the pupil and their peers;
- Prevent the attainment gap growing wider.

Where pupils continue to make inadequate progress despite support and Quality First teaching and OAIP the class teacher will work with the school's Special Educational Needs Coordinator and Disability (SENDCo) to assess if a pupil has a significant learning difficulty and agree appropriate support. Details of assessment tools and materials used in our school can be found on our Whole School Provision Map.

In some cases, it may be necessary to seek assessment by, or advice from an external professional such as a specialist teacher or Educational Psychologist. This will always involve discussion and agreement with the pupil's parents/carers.

When considering whether a pupil has a Special Educational Need any of the following may be evident:

- Makes little or no progress even when teaching approaches are targeted particularly in a pupil's identified area of weakness;
- Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas;
- Persistent emotional, social or mental health difficulties which are not improved by appropriate SEMH strategies;
- Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment;
- Has communication and /or interaction difficulties and continues to make little or no progress despite the provision of an appropriate differentiated curriculum.
- Has emotional, social and mental difficulties which substantially and regularly interfere with the pupil's own learning or that of the class groups, despite having an individualised behaviour support programme;
- Has SEND or physical needs that require additional specialist equipment or regular advice or visits by a specialist service;

- Has a communication and/or an interaction difficulty that impedes the development of social relationships and cause a substantial barrier to learning.

### Assess, Plan, Do and Review

Where a pupil is identified as having SEND, we will take action to support effective learning by removing barriers to their learning and put effective provision in place. This **SEND support** will take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes. This is known as **the graduated approach - assess, plan, do, review, we use the 'Devon Graduated Response Tool' to help identify specific needs.** Parents/Carers to be involved in the process from the start.

For pupils with low level special educational needs the cycle of **Assess, Plan, Do and Review** will fit into the regular termly assessment and planning cycle for all pupils. These are known as Parent consultation Meetings. For those pupils with more complex needs or for who a more frequent cycle needs to be employed additional meeting dates will be set and will include the termly parent consultation meetings. Children on the SEND register will have a 'My Plan'. These are written on our 'Provision Map' programme and reviewed regularly. Parents will be given an online password to access their child's My Plan and will receive an automatically generated email when the plan is updated or reviewed. Parents who are not able to access 'Provision Map' will be given a paper copy on request. The My Plan will identify pupil's areas of need and strategies implemented to reach their SMART (Specific - Measurable - Achievable- Relevant- Time Based) targets. Parents will always be asked for their feedback on this.

### Graduated Response

#### **Assess**

- In identifying a pupil as needing **SEND support** the class teacher, working with the SENDCo, should carry out a clear analysis of the pupil's needs. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, as well as information gathered from other areas of the school.
- The pupil's development in comparison to Age Related Expectations and national data should also be considered along with the parent's views and experience, the pupil's views and, if relevant, advice from external support services. These will be recorded on a 'My Plan'. The school and parents/carers will meet, where appropriate, with other agencies including those from Health and Social Care to create and up-date the 'My Plan'
- This assessment will be reviewed regularly to ensure support and intervention are matched to need, barriers to learning are identified and overcome so that a clear picture of the interventions put in place and their impact is developed. With some areas of SEND, the most reliable method of developing a more accurate picture of need will be the way in which the pupil responds to an intervention.

#### **Plan**

- Initially parents will meet with the class teacher to decide on the interventions and support to be put in place as well as the expected impact on progress and development. This will be recorded in a My Plan with a date to review the plan. The date for review will depend on the level of need presented.
  - The My Plan will clearly identify the areas of needs, the desired outcomes, the support and resources provided, including any teaching strategies or approaches that are required and when the My Plan will be reviewed.
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- The support and intervention provided will be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness and will be provided by staff with appropriate skills and knowledge.
- The My Plan will always involve a contribution by parents/carers to reinforce learning at home.
- Where appropriate, the My Plan will detail the support from other agencies and how this will support the pupil in achieving the desired outcomes.
- Parents/carers will then be formally notified by letter when it is decided to provide a pupil with SEND support (although parents/carers should have already been involved in the assessment of need).

**So, if it is agreed that a pupil requires SEND support, all parties meet and develop a My Plan detailing the support, which will bring about the next part of the cycle. The SENDCo will be involved if progress continues to significantly dip**

<b>Do</b>	<ul style="list-style-type: none"> <li>• The class teacher remains responsible for working with the pupil on a daily basis and 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.</li> <li>• The SENDCo will support the class teacher in the further assessment of the pupil's needs, in problem solving and advising on the effective implementation of support.</li> <li>• <b>The class teacher is responsible for the daily implementation of the My plan.</b></li> </ul>
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<b>Review</b>	<ul style="list-style-type: none"> <li>• There will be a review of the My Plan on the date previously agreed. This review will evaluate the impact and quality of the support and interventions.</li> <li>• Parents/carers will be given information about the review of the half terms progress and of the interventions provided enabling them to be involved with planning the next steps. Where appropriate other agencies will be asked to contribute to this review.</li> <li>• Where a pupil has complex needs involving more than one agency it will depend on the pupils' needs and the frequency of the educational reviews as to whether external agencies attend each educational review.</li> <li>• This review will feedback into the analysis of the pupil's needs, then the class teacher, working with the SENDCo, will revise the support in light of the pupil's progress and development, with decisions on any changes made in consultation with the parent and the pupil.</li> <li>• Where there is a sustained period of insufficient or no progress, the school may decide to gain involvement and advice from a specialist or external agency. The school will continue to consult with parents/carers before involving a specialist or external agency.</li> </ul>
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### Exit Criteria

When a pupil has made sufficient progress in their area of need that they no longer require any provision that is "***different from*** or ***additional to***" that which is normally available as part of high quality OAIP and differentiated teaching they will no longer be seen as requiring SEND Support. At this point, through discussion and agreement with parents/carers the pupil will no longer require a My Plan or Termly Review and will be removed from the SEND Register at the end of the term.

### Statutory Assessment of Needs (EHCP)

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the Special Educational Needs and/or Disabilities of the pupil, the child has not made expected progress, the school or parents/carers should consider requesting an Education, Health and Care Plan (EHCP) needs assessment. The evidence gathered through the regular review of the My Plan will help the Local Authority (LA) in determining when this statutory assessment of needs is required.

Where a pupil has an Education Health and Care Plan (EHCP), the Local Authority must review the plan every twelve months as a minimum. Schools have a duty to co-operate so Littletown Primary Academy will hold annual review meetings on the behalf of Devon LA and complete the appropriate paperwork for this process.

### Monitoring and Evaluation of SEND

Regular monitoring of the quality of provision for all pupils including those with SEND follows the schools' assessment and monitoring calendar. In addition, the cycle of Assess, Plan, Do and Review ensures that pupils with SEND have their individual provision reviewed regularly, and at least termly. Additional training, advice and support will be provided to teaching staff where necessary in order to facilitate pupil progress and to meet pupil needs.

Pupil progress is tracked half-termly and where pupils are not making sufficient progress additional information is sought and appropriate action taken.

### Supporting Pupils and Families

We value and accept the positive role and contribution parents/carers can make. We make every effort to work in full cooperation with parents/carers, recognising and respecting their roles and responsibilities. Parents/carers are encouraged to work with the school and other professionals to ensure that their child's needs are identified properly and met as early as possible.

In order that they play an active part in their child's development, the school endeavours to provide parents/carers with the relevant information so they can reinforce learning in the home.

We are also providing a number of parent courses and 'drop-ins' to support our parents further, which, in turn, will help them support their child.

At Littletown Primary Academy, we endeavour to support parents/carers so that they are able to:

- Feel fully supported and taken seriously should they raise a concern about their child
- Recognise and fulfil their responsibilities and play an active and valued role in their child's education
- Understand procedures and documentation
- Make their views known about how their child is educated
- Have access to information, advice and support during assessment and any related decision-making process about special educational provision.

Parents/carers of a child with SEND support will have the opportunity to meet with the SENDCo at least **twice** a year, formally. The SENDCo is happy to meet with parents/carers, without prior arrangement, whenever possible.

Parents/carers of children with an EHCP will meet with the SENDCo each year, as a legal requirement, to review their child's EHCP.

Parents/carers are encouraged to seek help and advice from Independent Information Advice and Support services, including Devon Information and Advice Service (DIAS). These are able to provide impartial and independent advice, support and information on special educational needs and disabilities.

Parents/carers are also encouraged to visit the Devon County Council Local Offer website [www.devon.gov.uk/send](http://www.devon.gov.uk/send). This website provides valuable information about different agencies, services and resources for children, young people with SEND and their families in addition to school resources and information.

### Children in Care

When a child is in care, the carers are accorded the same rights and responsibilities as parents. The school has both an appointed member of staff and a governor for Looked after Children. There are regular reviews of the child's progress in conjunction with the Virtual School, via the PEP (Pupil Education Plan), which is similar in intention to a My Plan, so may replace it.

### Pupil Voice

We hold the views of pupils highly and recognise the importance of gaining genuine pupil views in promoting the best pupil outcomes. Pupils are able to share their views in a number of different ways (appropriate to age and ability) such as Learning forums, and may also attend meetings with the SENDCo regarding their My Plan with parents, as appropriate. Where appropriate, children will be welcomed at any parent/school meeting.

These views are welcome at any time but are specifically sought as part of their annual review, as part of their Pupil Progress Meetings and at the end of a targeted intervention. We ask all pupils to contribute to the setting of their own outcomes.

### Partnership with External Agencies

The School is supported by a wide range of different agencies and teams. The schools SEND Information report details which agencies the school have worked with in the last 12 months. This report can be found on the school website and is up-dated annually.

### Transition

A change of school, class and staff can be an exciting, yet anxious time for all pupils. We recognise that this can be challenging for some pupils with SEND. We endeavour to make sure these periods of change are carefully managed in a sensitive way to provide continuity of high-quality provision and reassurance to pupils and families. We work closely with our feeder Schools and Nurseries to ensure that children have smooth transitions

### Training and Resources

#### Allocation of resources

- Resources are allocated to support children with identified needs as identified previously.
- Each year we map our provision to show how we allocate human resources to each year group; this is reviewed regularly and can change during the academic year, responding to the changing needs within our classes.
- This support may take the form of differentiated work in class, support from a Teaching Assistant (TA) in focused intervention in groups, or for individuals.
- Specialist equipment, books or other resources that may help the pupil are purchased as required

## Continuing Professional Development (CPD) for Special Educational Needs

- The SENDCo and other SLT members provide regular CPD to other staff in school in specific aspects of meeting the needs of pupils with SEND - a programme covering a variety of SEND is offered and staff can sign up to the sessions which best meet their CPD needs.
- All staff have regular CPD meetings. The progress of all pupils including those with SEND is a core aspect of the appraisal process and appraisal targets will look at how to develop staff skills in meeting individual pupil needs as necessary.
- Teaching assistants are engaged in an ongoing training whereby the role of the teaching assistant is developed.
- External trainers are brought in periodically to address more specialist training needs such as dealing with specific medical conditions or to train staff in the use of specific interventions.
- Peer support and guidance is available daily for all staff in school and some of the best training development occurs through professional dialogue with colleagues looking at meeting the specific needs of a pupil.
- Staff are offered/ updated on Social, Emotional and Mental Health (SEMH) training on a regular basis (by our School Mental Health Champion Lead).

## Funding

Funding for SEND in mainstream schools is mainly delegated to the schools' budget. It is the expectation that schools provide support to their pupils with SEND from their SEND budget.

An Education, Health and Care Plan (EHCP) describes your child's special educational needs (SEN) and the help they will get to meet them. An EHCP also includes any health and care provision that is needed. EHCP's are for children and young people who need more support than their school or other setting can provide.

<https://www.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer/support-education-health-and-care/education-health-and-care-ehc-plans>

Where a pupil requires an exceptionally high level of support that incurs a greater expense, the school can make a request for Additional Funding via the EHC Plan route only.

As part of the EHCP request the school will need to be able to demonstrate how it has spent the funding to date and the impact of this as well as demonstrating why further additional funding is required and how it would be used. This additional funding is then paid from the local authority's high needs block into the school's budget. This is reviewed annually, based on progress made and needs of the child. This is for children who already have an existing EHC Plan.

## Personal Budgets

Personal Budgets are only available to pupils with an Education, Health and Care Plan (EHCP) or pupils who are currently under-going a needs assessment for an EHCP. Funding can be made available to parents/carers as a personal budget for them to commission their own provision for their child, under certain conditions.

Parents/carers who would like to inquire further about using the personal budget should speak in the first instance to the SENDCO.

DIAS (Devon Information and Advice Service) is a group available to parents and carers and can be contacted via the Devon Local Authority Local Offer website (Click on "Who can I go to for Help and Support?"):

<https://new.devon.gov.uk/educationandfamilies/special-educational-needs-and-disability-send-local-offer>

## Roles and Responsibilities

Provision for pupils with Special Educational Needs is a matter for the school as a whole. In addition to the Governing Body, Principle and SENDCo, all members of staff have important responsibilities.

### Governing Body

The Governing Body endeavours to follow the guidelines as laid down in the **SEND Code of Practice (2015)** to:

- use their best endeavours to make sure that a child with SEND gets the support they need - this means doing everything they can to meet children and young people's Special Educational Needs and/or disability.
- ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND.
- designate a teacher to be responsible for coordinating SEND provision - the SEND coordinator, or SENDCO.
- Ensure their arrangements for the admission of disabled children, the steps being taken to prevent disabled children from being treated less favourably than others, the facilities provided to enable access to the school for disabled children and their accessibility plan showing how they plan to improve access progressively over time.

### Principal

The Principal has responsibility for the day-to-day management of all aspects of the school's work, including provision for children with special educational needs. The Principal will keep the Governing Body fully informed on Special Educational Needs issues. The Principal will work closely with the SENDCo and the Governor with responsibility for SEND.

### SENDCo

In collaboration with the Principal and governing body, the SENDCo determines the strategic development of the SEND policy and provision with the ultimate aim of raising the achievement of pupils with SEND.

The SENDCo takes day-to-day responsibility for the operation of the SEND policy and coordinates the provision for individual children, working closely with staff, parents/carers and external agencies. The SENDCo provides relevant professional guidance to colleagues with the aim of securing high-quality teaching for children with special educational needs and/or disability.

Through analysis and assessment of children's needs, and by monitoring the quality of teaching and standards of pupils' achievements and setting targets, the SENDCo develops effective ways of overcoming barriers to learning and sustaining effective teaching.

The SENDCo liaises and collaborates with class teachers so that learning for all children is given equal priority.

The principle responsibilities for the SENDCo includes:

- Overseeing the day-to-day operation of the SEND policy
- Coordinating provision for SEND pupils and reporting on progress
- Advising on the Graduated approach to providing SEND support – Assess, Plan, Do, Review
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Monitoring relevant SEND CPD for all staff
- Managing the Student and Family Support Team
- Overseeing the records of all children with special educational needs and ensuring they are up to date
- Inform parents/carers when they are making special educational provision for a child
- Prepare an SEND information report
- Liaising with parents/carers of children with special educational needs
- Contributing to the in-service training of staff
- Being a point of contact with external agencies, especially the local authority and its support services
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies
- Liaising with potential next providers of education to ensure a pupil and their parents/carers are informed about options and a smooth transition is planned
- Monitoring the impact of interventions provided for pupils with SEND
- To lead on the development of high-quality SEND provision as an integral part of the school improvement plan
- Overview of the efficiency of My Plans.
- Working with the Principle and the school governors to ensure that the school meets its responsibilities under the [Equality Act \(2010\)](#) with regard to reasonable adjustments and access arrangements

The SENDCo is also the Young Carers lead. She works closely with Devon Young Carers and supports Parents/Families to make referrals for additional support. (Please see Young Carers Policy for more detail).

### [Family Support Worker](#)

The Family Support Worker makes themselves available on the playground every morning for parents to talk to. 'Coffee mornings' with the family Support Worker Pastoral Lead take place regularly to share advice and support parents with signposting to external agencies and services.

The Family Support Workers other responsibilities include:

- Meeting with our designated attendance officer (Michala Hawkins) 2 weeks into every half term to check in on those families who are persistently late or where attendance has dropped. She will also attend review meetings with children prior to the first attendance letter being sent home. Supporting families where attendance continues to be an issue.
- Supporting families with making referrals; including to the School Nursing Team, Young Carers, Pupil Premium and the Children's centre.
- Early Help Lead - supporting families with the Right for Children referral and leading/attending TAF meetings with external agencies.
- Providing nurture intervention to KS1 and KS2 children.

### [Mental Health Lead](#)

The Mental Health Lead has reviewed our Mental Health Strategy, which was written in conjunction with Early Help for Mental Health. The aim is to help all students, staff and parents have a greater awareness of mental health and to signpost vulnerable children to targeted support from the Student and Family Support Team and other agencies where appropriate

### Pupil Premium Lead

The Pupil Premium Lead is responsible for writing and reviewing the Pupil Premium spending plan. Rebecca is responsible for the organising of and running of all additional provisions we offer for our Pupil Premium children (please see Pupil Premium section on the website for more detail). The Pupil Premium Leads role also involves regular contact with our Pupil Premium Governor.

### All Teaching and Non-Teaching Staff:

#### ***Section 6 of the Code of Practice (2015) 'all teachers are teachers or SEN'***

- All staff are aware of the school's SEND policy and the procedures for identifying, assessing and making provision for pupils with special educational needs and/or disability. Class teachers are responsible for completing the SEND referral pathway checklist.
- Class teachers are fully involved in providing high quality teaching, differentiated for individual pupils. This includes reviewing and, where necessary, improving, their understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered.
- Class teachers are responsible for setting suitable learning challenges and facilitating effective special educational provision in response to pupils' diverse needs in order to remove potential barriers to learning. This process should include working with the SENDCo to carry out a clear analysis of the pupil's needs, drawing on the teacher's assessment and experience of the pupil as well as previous progress and attainment.
- Teaching assistants will liaise with the class teacher and SENDCo on planning, on pupil response and on progress in order to contribute effectively to the graduated response, (assess, plan, do, review).

### Meeting Medical Needs

The [Children and Families Act 2014](#) places a duty on schools to plan to support pupils with medical conditions. Individual healthcare plans will normally specify the type and level of support required to meet the medical needs of such pupils.

Where children and young people also have SEND, their provision should be planned and delivered in a coordinated way using the DAF paperwork. For those pupils with an Education, Health and Care (EHC) plan this will be used as it brings together health and social care needs, as well as their special educational provision.

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the [Equality Act 2010](#). ***Please see the schools Medical Policy for further details.***

### Children in Hospital

The member of staff responsible for ensuring that pupils with health needs have proper access to education will liaise with other agencies and professionals\*, as well as parents/carers, to ensure

good communication and effective sharing of information. This will enable optimum opportunities for educational progress and achievement.

\* E.g. *medical agencies, Hospital School, DPLS*

### [SEND Information Report](#)

The school will ensure that the SEND information is accessible on the school website. Governors have a legal duty to publish information on their websites about the implementation of the policy for pupils with SEND. The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible. Details on the information required can be found on our school website: [www.littletown.devon.sch.uk](http://www.littletown.devon.sch.uk)

More information on Devon SEND strategic review can also be found on:  
<https://www.devon.gov.uk/educationandfamilies/archives/8598>

## [Monitoring and Accountability](#)

### [Accessibility](#)

The school is compliant with the Equality Act 2010 and Accessibility legislation. It is fully accessible for wheelchair users as the school is only on a ground floor level and has disabled toilet facility. Littletown Primary Academy work hard to develop their accessibility and the schools' accessibility plan detailing how this is being developed can be accessed from the school website.

### [Storing and Managing Information](#)

Pupil SEND records will be kept in accordance to the DfE guidance contained in "Statutory Policies for schools" (February 2014)

Information is managed in line with GDPR guidance and regulations.

([https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/284301/statutory\\_schools\\_policies.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/284301/statutory_schools_policies.pdf))

### [Responding to Complaints](#)

In the first instance, parent complaints about the provision or organisation of SEND are dealt with through the procedures outlined in the School's Complaints Policy.

If there continues to be disagreement with regard to SEND provision the Local Authority should make arrangements that include the appointment of independent persons with a view to avoiding or resolving disagreements between the parents/carers and the school. This includes access to mediation before tribunal. Parents/carers have a right to appeal to a SEND tribunal at any stage.

### **[Please see linked policies](#)**

[Social, Emotional and Mental Health Policy,](#)

[Teaching and Learning Policy,](#)

[Home-school Agreement Policy,](#)

[Young Carers Policy,](#)

[Equality Policy](#)