

Our Lady & St. Gerard's Catholic Primary School  
Special Educational Needs and Disability Policy



United in love and the light of Jesus, we inspire one another to learn, grow and shine

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NASENCO Award Achieved March 2021  
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**SEN Governor:** Mrs Rachel Ballard

Updated September 2025

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 January 2015 (update) and has been written with reference to the following guidance and legislation.

- Equality Act 2010: advice for schools DfE May 2014
- SEND Code of Practice 0 – 25 (January 2015)
- Children & Families Act 2014
- Statutory Guidance on Supporting pupils at school with medical conditions December 2015
- The National Curriculum in England Key Stage 1 and 2 framework document December 2014

The SEN policy is written in conjunction with the following school policies:

- SEN information report
- Child Protection Policy
- Accessibility Plan
- Supporting Pupils with Medical Needs Policy
- Effective Feedback & Marking policy
- Teaching & Learning policy
- Teachers Standards 2013 update

This policy was written by the SENCO in collaboration with the SEN Governor, Senior Leadership Team, staff and parents of children with Special Educational Needs. Our SEN Information Report contains information which supports this policy.

**Introduction:**

***All children and young people are entitled to an education that enables them to:***

- ***achieve their best;***
- ***become confident individuals living fulfilling lives; and***
- ***make a successful transition into adulthood, whether into employment, further or higher education or training.***

(Code of Practice 2015)

At Our Lady & St. Gerard's Catholic Primary School, we believe that all children with SEND must be supported and provided for, with strategies promoting each individual's development in a positive atmosphere. We aim to give our children the best possible Catholic education providing them with exciting opportunities and learning experiences, ensuring they are equipped for life-long learning and are responsible citizens in an ever-changing, diverse community. As an inclusive school, we believe that every child has the right to be happy, to be safe, to learn and to reach their full potential. The purpose of this policy is to ensure that all stakeholders are clear on the policies, practices and procedures in school, with regards to children with Special Educational Needs.

**Our Mission Statement:**

Everyone at Our Lady and St. Gerard's RC Primary School is committed to providing the ethos, conditions and opportunities to enable any child with SEND to be included fully in all aspects of school life. The SEND policy supports the school's Mission Statement, '**Placing God in our hearts, we will love, live and learn.**' This belief inspires and encourages the values which are lived out every day in school. We strive to create a distinctive Catholic ethos which is the result of the confidence and mutual respect of Christian relationships in which prayer, worship and spirituality have a central place.

### Aims and Objectives:

#### Aims

- Provide every child with access to a broad and balanced education. This includes the National Curriculum and the EYFS framework in line with the Special Educational Needs Code of Practice.
- Ensure all aspects of school life are accessible for every child, through academic, social and practical experiences.
- Promote high aspirations and expectations for all pupils with SEN.
- Promote independence, equality and consideration for others.
- Ensure that we celebrate the individual gifts of pupils, and ensure that all children experience success regardless of SEN, disability or other factors that may affect their attainment.
- Support additional/special needs through a Graduated Approach as outlined in the Code of Practice
- Create an environment in which individuals are valued, have respect for one another and grow in self-esteem.
- Create a welcoming atmosphere for parents.

#### Objectives

- **To identify the needs of pupils with SEN as early as possible.** This is most effectively done by gathering information from parents, education, health and care services and early years settings prior to the child's entry into the school.
- **Monitor the progress of all pupils in order to aid the identification of pupils with SEN.** Continuous monitoring of those pupils with SEN by their teachers will help to ensure that they are able to reach their full potential.
- **Ensure that the Graduated Approach to meeting the needs of pupils is adhered to** and that the ASSESS-PLAN-DO-REVIEW cycle is consistent in order to meet needs and plan next steps at an appropriate rate.
- **Make appropriate provision to overcome all barriers to learning and ensure pupils with SEN have full access to the National Curriculum.** This will be co-ordinated by the SENCo and Headteacher and will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and all pupils' needs are catered for.
- **Give the child a 'voice'.** The child will have opportunities to discuss their needs and provision in a variety of ways, which will help to ensure they are active participants in their learning.
- **Work with parents to gain a better understanding of their child, and involve them in all stages of their child's education.** This includes supporting them in terms of understanding SEN procedures and practices and providing regular feedback on their child's progress. We encourage pupils and parents to participate fully in the learning journey.
- **Work with, and in support of outside agencies when the pupils' needs can not be met by the school alone.** Some of these services include the Lancashire SEND Service, Educational Psychology Service, Speech and Language Therapy and Children and Adult Mental Health Service (CAMHS).
- **Create an inclusive school environment where pupils can contribute to their own learning.** This means encouraging relationships with adults in school where pupils feel safe to voice their opinions of their own needs, and carefully monitoring the progress of all pupils at regular intervals. Pupil participation is encouraged through school by wider opportunities such as school council, residential visits, school plays, sports teams and playground buddies.
- **Work within the guidance provided in the SEND Code of Practice.** Our practice, policies and procedures follow the guidance/requirements outlined.
- **Provide support and advice for all staff working with special educational needs children.** Regular audits will be conducted to assess any potential training needs. These needs will be met either through sharing expertise in school or by staff attending training sessions.
- **Ensure all teachers and teaching assistants** are involved in planning and meeting the learning needs of pupils with special educational needs.

### Identifying Special Educational Needs

[Definitions of special educational needs \(SEN\) taken from section 20 of the Children and Families Act 2014.](#)

1. A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for them.
2. A child of compulsory school age or a young person has a learning difficulty or disability if they:
  - a) have a significantly greater difficulty in learning than the majority of others of the same age; or
  - b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.
3. A child under compulsory school 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.

Many children may have short or long term difficulties with regards to learning, behaviour, physical disabilities, health issues and emotional problems. These children all have “additional needs”. Many short term difficulties will resolve themselves with a little extra care and understanding from their families, teachers and support from within the community (see Local Offer). Some difficulties may impact on learning and may require additional provision to be made.

**What is not Special Educational Needs?**

There are many factors which may affect a child’s ability to learn, make progress and achieve. These factors may affect learning in the short term or for a longer period but do not alone constitute SEN. School staff will endeavour to support children and families with any issues which may be affecting learning through the appropriate channels. Examples of these factors may include:

- Attendance and Punctuality
- Poor attainment/progress
- Health and Welfare
- Children who learning English as an additional language (EAL)
- Children who are in receipt of Pupil Premium
- Children who are in care (CLA)
- Children with parents who are Servicemen/women
- Difficult behaviour at home/in school (this is often an underlying response to other needs and not necessarily SEN)
- Children who have having speech and language difficulties which are deemed to be short term

Children with any of the above issues are continually monitored and placing on the SEN register may be appropriate if there is evidence that there may be an SEN. The factors above may contribute to barriers to learning and school would work with parents/carers and relevant professionals to support the child.

The SEND Code of Practice (2015) sets out four broad areas of SEN:

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

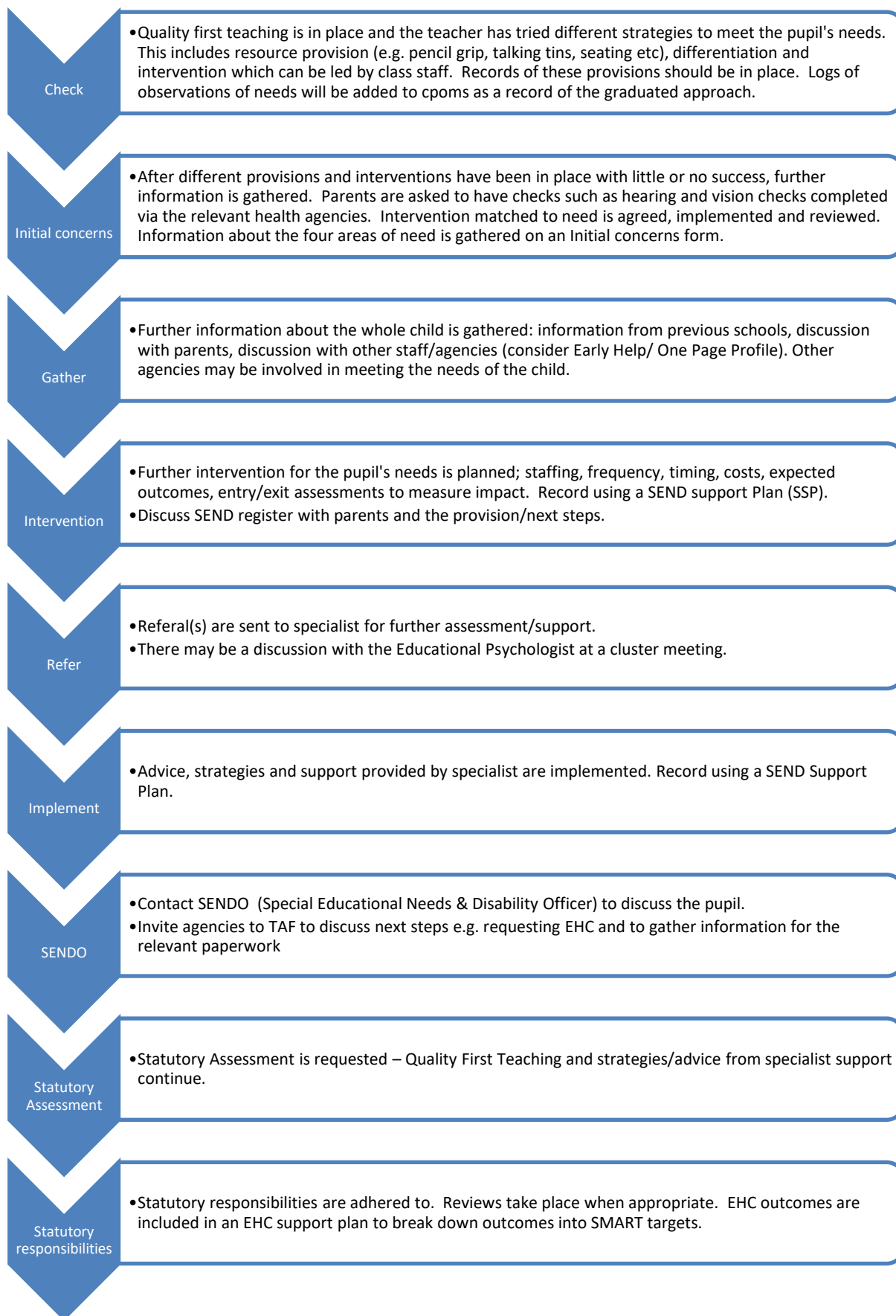
More details about SEND reforms and the SEND Code of Practice can be found on the Department for Education’s website:

<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

The purpose of identification is to establish the actions the school may take, not to label a pupil in a particular category. As a school we identify the needs of pupils by considering the needs of the whole child, which include not just the special educational needs of the child. The flowchart below shows the Identification Process/Graduated approach at Our Lady & St. Gerard’s. As every child is unique and each situation is different, there may be adjustments to the process.

The Education Endowment Foundation states that ‘*Pupils’ development is not linear...different patterns of behaviour over time as they experience and interact with different environments in different ways. As pupils age, complexities of needs will change. Some pupils may not have SEN to begin with but will develop SEN as they mature. Other pupils who are considered to have SEN at the beginning of their lives with no longer have these needs later in life.*’

The needs of children change as they grow and develop. This will require adjustments to be made to provision and support in school.



## **Quality First Teaching**

'Teachers should set **high expectations for every pupil**. They should plan stretching work for pupils whose attainment is significantly above the expected standard. They have an even greater obligation to plan lessons for pupils who have low levels of prior attainment or come from disadvantaged backgrounds. Teachers should use appropriate assessment to set targets which are deliberately ambitious.'

'A wide range of pupils have SEN, many of whom also have disabilities. Lessons should be planned to ensure that there are no barriers to EVERY pupil achieving.

In many cases, such planning will mean that these pupils will be able to study the full national curriculum.'

(National Curriculum September 2014)

### **'Every teacher is a teacher of every child, including those with SEN'.**

At Our Lady & St. Gerard's, the Senior Leadership team monitor the teaching & learning in every class. Provision for children with SEND is an important part of this monitoring. Teachers should do what they can to remove barriers to learning and to support children with SEND. Often, simple provisions can make a difference to learning e.g. pencil grips, seating position, visual aids etc. This Wave 1 provision is part of quality first teaching.

Teachers are also responsible for making provision within the classroom which targets 'gaps' in learning. Teachers should plan interventions to allow children to 'catch up' with their peers. These interventions are usually done in small groups and are aimed at children who can catch up with their peers within a short time frame. This Wave 2 provision may take place as part of classroom learning or as a withdrawal intervention, away from the classroom.

Children with SEND may require 1:1 support to address their needs. This Wave 3 provision may take place as part of classroom learning or as a withdrawal intervention, away from the classroom. Any 1:1 support is aimed to support those children with more complex needs, usually those with and Education, Health & Care Plan (See EHC information below). This support is to enable the child to become independent within the classroom/school and aims to support with organisational skills, learning behaviours, emotion regulation, communication and concentration/focus. 1:1 support will not usually be full time; this allows the child to practise their independence for gradually increasing periods of time. We also have extended and enhanced curriculum provision within our school for those children who cannot access the National Curriculum.

## **The Local Offer**

The Local Offer is a resource which is designed to support children and young people with special educational needs and/or disabilities and their families. It describes the services and provision that are available to those families in Lancashire that have additional needs/special educational needs. The Local Offer includes information about public services across education, health and social care, as well as those provided by the private, voluntary and community sectors. It is expected that parents/school will draw on the expertise of agencies/services within the community in order to meet the needs of the child. Children with a wide variety of needs will have their needs met through the provisions in place in school and the community.

Lancashire's Local offer can be found on the following webpage:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/about-lancshires-local-offer.aspx>

## **SEN Support**

When a decision is made to place the child on our school SEN register, parents will be informed. Parents will have been working closely with the school prior to this and may have had involvement from other agencies (through the Local Offer). The aim of the SEN register is to help school ensure that effective provision is put in place and so remove barriers to learning. The support provided consists of a four part graduated approach as advised in the Code of Practice 0-25 years.

### ***Assess – Plan – Do – Review***

This is an ongoing cycle to enable the provision to be refined and revised as the needs of the child are identified/change. This cycle aims to ensure good progress and outcomes.

## **Assess**

The class teacher, working with the parents and SENCO should carry out a clear analysis of the pupil's needs. This should draw on subject assessments, teacher observations, details of previous progress and attainment, comparisons with peers and national data, as well as the views and experience of parents. The opinions and feelings of the individual and advice from external support services will also be considered. Any parental concerns will be taken seriously and recorded and compared with the school's information and assessment data on how the pupil is progressing. This analysis will require regular review to ensure that support and provision is matched to need; barriers to learning are clearly identified and being challenged and that the interventions being used are developing and evolving as required. Where external support staff are already involved, their work will help inform the assessment of need. Where they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

## **Plan**

Planning will involve consultation between the teacher, SENCO and parents to agree the adjustments, provision and support that are required. An SEN Support Plan (SSP) will be written which outlines targets, strategies, resources and review dates. Parental involvement may be sought, where appropriate, to reinforce or contribute to progress at home. All those working with the pupil, including support staff, will be informed of their individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the outcomes that are being sought. Support staff may be deployed to work with children on a 1:1 basis if required.

## **Do**

The class teachers remain responsible for working with the pupil on a daily basis and for providing quality first teaching and learning experiences. They will retain responsibility for pupil progress, even when the interventions may involve withdrawal from class. They will work closely with teaching assistants and relevant specialist staff to plan and assess the impact of support and interventions and links with classroom teaching. Support with further assessment of the pupil's strengths and needs and strategies and resources for effective support will be provided by the SENCO. Records of interventions/provision are kept to aid the review and assessment process.

## **Review**

Pupil progress reviews will take place at a termly meeting. The review process will evaluate the impact and quality of the support and interventions. The SENCO will revise the support and in light of pupil progress and development, make any necessary amendments going forward, in consultation with parents and teachers.

## **Early Help Assessment**

Sometimes, where a child has needs which are not being met, there may need to be an Early Help Assessment. The Early Help Assessment is an intervention with a family to gather, explore and analyse with them information about all aspects of the child or young person (and their family's) life and then to identify areas where change will address support needs and positively impact on their lived experiences. This Early Help Assessment is a voluntary assessment tool which allows professionals to 'pull together' lots of information into one central place. The EHA is a key tool in the early identification of children and young people and families who may experience problems or who are vulnerable to poor outcomes and underpins the work of Early Help. The process identifies unmet needs and works with the family to highlight strengths and protective factors, identifying appropriate actions to address the needs. The voice of the child, young person and family is encouraged throughout the process. At Our Lady & St. Gerard's school the SENCO and Pupil and Family Support Worker complete these Early Help Assessments.

Once an EHA is completed, there may need to be a Team Around the Family meeting. This is an opportunity for professionals, parents and children to come together to plan next steps. Parents can opt in/out of the TAF/EHA process at any time.

## **Links with other Agencies**

In order to meet pupil needs, we develop close links with all relevant external agencies. These include:

- The School Nurse
- Community Paediatricians & GPs
- Occupational Therapy Service
- Physiotherapy Service
- Speech and Language Services
- Educational Psychology Service
- Inclusion, Disability and Support Service
- Special Educational Needs & Disability Officer – **Andrew Jones**
- Social Services

- Early Intervention Team
- Child, Adolescent and Mental Health Services (CAMHS)
- Parent Partnership Service (IAS)
- Child & Family Wellbeing Service

This list is not exhaustive and school will liaise with any relevant agencies in order to meet pupil needs.

### **Referral for an Education, Health and Care Plan:**

The majority of children and young people with SEN or disabilities will have their needs met within our school, through SEN Support. Some children and young people may require an EHC needs assessment in order for the local authority to decide whether it is necessary for it to make provision in accordance with an EHC plan.

A Statutory Assessment is often required where the complexity of need or a lack of clarity around the needs of the pupil are such that a multi-agency approach to assessing that need, to planning provision and identifying resources, is required.

Parents can make this request for Statutory Assessment but usually this is done in conjunction with the SENCo. The decision to make a referral for an Education, Health and Care Plan will be taken at a meeting which involves parents, SENCO and any professionals working with the child. At this point, the Local Authority SENDO (Special Education Needs & Disability Officer) is usually involved.

The school will provide information to the Local Authority for consideration for an EHC Plan.

A decision will be made by a group of people from education, health and social care about whether the pupil is eligible for an EHC Plan. If it is deemed that a statutory assessment should take place, the Local Authority will request information from a variety of sources including: parents, teachers, SENCO, social care and health professionals. Information will be gathered relating to the current provision and a summary of any action points taken; the preliminary outcomes of the targets set form the basis of the profile.

Parents have the right to appeal against a decision not to initiate a statutory assessment leading to an EHC Plan.

The whole process of EHC needs assessment and EHC plan development, from the point when an assessment is requested until the final EHC plan is issued, must take no more than 20 weeks.

Information about Education, Health & Care Plans can be found at:

<https://www.gov.uk/children-with-special-educational-needs/extra-SEN-help>

Further information about EHC Plans can found via the SEND Local Offer:

<http://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/education-health-and-care-plans.aspx>

### **Education, Health and Care Plans (EHC Plan)**

The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

1. Following Statutory Assessment, an EHC Plan will be provided by Lancashire County Council, if it is decided that the needs of an individual are not being met by the support that is ordinarily available. Both staff in school and parents will be involved in developing and producing the plan.
2. Parents have the right to appeal against the content of the EHC Plan. They may also appeal against the school named in the plan if it differs from their preferred choice.
3. Once the EHC Plan has been completed and agreed, it will be kept as part of the pupil's formal record and reviewed at least annually by staff, parents and the pupil. The Annual Personal Review enables provision for the pupil to be evaluated and, where appropriate, for changes to be put in place.

### **Exiting the SEN Register**

The rigorous identification procedures should ensure that children's needs are identified and supported in a timely manner. Many children who have a SEND diagnosis may have life-long needs and therefore children would remain on the register. However, on occasion, some children may be on the SEN register and it is later deemed unnecessary as their needs have changed and the extra provision is no longer required. The decision to remove a child from the

SEN register will be made in consultation with the child, parents, staff and all professionals working with the child. A range of evidence will be considered relating to the child's progress and attainment. Reference will be made to the DfE's definition of special educational needs. If it is considered that the child no longer needs to remain on the register, the class teacher will continue to monitor the child closely. The child will still receive quality adapted teaching and may still require some group intervention. The child may remain on the school's 'Monitoring list/Additional Educational Needs register' if necessary. Sometimes, children will make the transition to our school with SEND identified on their previous records. The child's needs will be monitored and discussed with parents, child and previous school to establish next steps.

### **Supporting Pupils and Families**

The SEN Information Report is a statutory document which is published on the school website. Mainstream schools and academics, maintained nursery schools, 16 to 19 academies, alternative provision academies and Pupil Referral Units, have a statutory duty to annually publish their SEN Information Report. This details the support offered by our school for parents and pupils. The SEN Information Report outlines:

- the kinds of SEN that are provided for
- policies for identifying children and young people with SEN and assessing their needs, including the name and contact details of the SENCO (mainstream schools)
- arrangements for consulting parents of children with SEN and involving them in their child's education
- arrangements for consulting young people with SEN and involving them in their education
- arrangements for assessing and reviewing children and young people's progress towards outcomes. This should include the opportunities available to work with parents and young people as part of this assessment and review
- arrangements for supporting children and young people in moving between phases of education and in preparing for adulthood. As young people prepare for adulthood outcomes should reflect their ambitions, which could include higher education, employment, independent living and participation in society
- the approach to teaching children and young people with SEN
- how adaptations are made to the curriculum and the learning environment of children and young people with SEN
- the expertise and training of staff to support children and young people with SEN, including how specialist expertise will be secured
- evaluating the effectiveness of the provision made for children and young people with SEN
- how children and young people with SEN are enabled to engage in activities available with children and young people in the school who do not have SEN
- support for improving emotional and social development. This should include extra pastoral support arrangements for listening to the views of children and young people with SEN and measures to prevent bullying
- how the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting children and young people's SEN and supporting their families
- arrangements for handling complaints from parents of children with SEN about the provision made at the school

### **Supporting Pupils at School with Medical Conditions**

As a school, we recognise that pupils at school with medical conditions should be properly supported so that they have 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. Some may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

Please refer to the school's policy on supporting pupils with medical conditions which can be found on the school website under the 'Policies' section.

### **Roles and Responsibilities**

The person responsible for overseeing the provision for children with SEND is **Mrs Ruth Cowell (Deputy Headteacher/Inclusion Manager/Senco)**.

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## The role of the SENCO

The Special Educational Needs Coordinator (SENCO) in school is Mrs Cowell. Miss Cowell is a fully qualified teacher and is the Deputy Headteacher in school. Mrs Cowell holds the award for SEN coordination.

### The role of the SENCO in early years provision

The role of the SENCO involves:

- Ensuring all practitioners in the setting understand their responsibilities to children with SEN and the setting's approach to identifying and meeting SEN;
- Advising and supporting colleagues;
- Ensuring parents are closely involved throughout and that their insights inform action taken by the setting;
- Liaising with professionals from beyond the setting

### The role of the SENCO at Our Lady & St. Gerard's Catholic Primary School

The SENCO has day-to-day responsibility for the operation of the SEN policy and coordination of provision to support those with SEN, including those with EHC plans. The SENCO provides professional guidance to colleagues and will work closely with staff, parents, carers and other agencies. The SENCO should be aware of the provision in the Local Offer and be able to work with professionals providing a support role to the family ensuring that children with SEN receive appropriate support and high quality teaching.

The key responsibilities include:

- Overseeing the day-to-day operation of the school's SEN policy;
- Coordinating provision for children with SEN;
- Liaising with relevant designated teacher where a looked after pupil has SEN;
- Advising on a graduated approach to providing SEN support;
- Advising on the deployment on the school's designated budget and other resources to meet pupils' needs effectively;
- Liaising with parents of children with SEN;
- Liaising with EYFS providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies;
- Being a point of contact with external agencies, especially the LA and LA support services;
- Liaising with potential next providers of education to ensure a young person and their parents are informed about options and a smooth transition is planned;
- Working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements;
- Ensuring that the school and nursery keeps the records of all children with SEN up to date.

### The Governing Body

The Governing Body has identified a governor to have oversight of special educational needs provision in the school and to ensure that the full Governing Body is kept informed of how the school is meeting the statutory requirements. At Our Lady & St. Gerard's this role is undertaken by **Mrs Rachel Ballard** who will meet regularly with the SENCO (Mrs Ruth Cowell). The Governors have a commitment to provide the best possible provision for all children. The SEN Governor will support the Governors to fulfil their statutory obligations by ensuring:

- The Curriculum Committee receives a report and update on the progress on any SEN issues.
- The SEN Policy is reviewed regularly and is in line with Government legislation.
- The SEN information Report is published online and reviewed annually.
- The school prospectus explains how the school implements Special Educational Needs statutory requirements.

### **Teachers**

The class teacher is the first point of contact for parents who have concerns about any aspect of their child's progress. All class teachers are confident in the operation of the school's procedure for the early identification and assessment of a child's special educational needs. The class teacher is the person with key responsibility for devising and delivering appropriate support which is matched to the individual's needs, directing the work of the support staff and for setting up termly review meetings with parents.

### **Support Staff**

Support staff are employed by the school to give support to the children identified with SEN. Support staff will implement programmes specified in each child's SEN support plan. They will also make contributions to the SEN

review meetings and liaise with parents. Their line manager is Mrs R Cowell, who will provide relevant support and training.

### **Designated Teacher with Specific Safeguarding Responsibility**

Please refer to the school's Child Protection policy for further information about safeguarding.

The Designated Senior Leader for Child Protection is **Miss Harvey** and the Deputy Designated Senior Leaders for Child Protection are **Mrs L. Berry, Mrs R. Cowell ad Mrs N. Pilkington.**

### **Admission Criteria**

Children are admitted according to the school's criteria. The school operates its equal opportunities policy with regard to pupils with special needs. The school is aware of the statutory requirements of the SEN and Disability Act and will meet the Act's requirements. The school will use their induction meetings to work closely with parents to ascertain whether a child has been identified as having special educational needs. If the school is alerted to the fact that a child may have a difficulty in learning they will make their best endeavours to collect all relevant documentation and ensure appropriate provision is put into place for the child.

The school's Admissions policy can be found on the school website.

### **Access for People with Disabilities**

To ensure access for pupils, parents and visitors with disabilities, the school has wheelchair access to the main buildings. The majority of the classrooms are on ground level. Further information about the school grounds can be found in the SEN Information Report and the Accessibility Plan. The aim of the plan is to evaluate and develop inclusive practice and create an inclusive environment for all pupils with SEND.

### **Records**

In line with General Data Protection Regulations 2018, the school maintains records securely. The Data Protection Policy gives further information about the storing and retention of pupil records. At Our Lady & St. Gerard's we use an online recording system (Cpoms) to keep records relating to SEND, Child Protection, Behaviour, First Aid, Safeguarding etc. Any paper copies of documents are stored in locked cupboards.

Transfer of Pupil records are carried out within 10 working days and a receipt is obtained as proof of transfer. Where possible records are hand delivered. If hand delivery is not possible a copy of the records is made, the records are sent by recorded delivery and the copies are only destroyed when we receive confirmation from the school that they have been received.

### **Partnership with Parents**

We will actively seek a close liaison with parents at every stage when considering a child's special educational need. Class teachers will inform parents of areas of concern that they may have about children. At this stage we will encourage regular contact with parents so they can support the work of the classroom with the child at home. When a child is on the SEN register, parents will be invited to a termly review of the SEN support plan. Parents will be involved in the 'assess, do, plan, review' process and their contributions will be valued. Any external agency reports/assessments will be discussed with parents. We recognise this is a sensitive subject for parents and will endeavour to support them in any way we can.

### **Monitoring and Evaluation of SEN**

All progress, assessments and teaching strategies must be carefully monitored and reviewed to evaluate the quality of the provision we offer to our pupils. This process will be ongoing and will be important in informing the 'graduated' approach to supporting each child. This planning will consider a child's strengths as well as needs and will focus on a range of strategies. Pupils and parents will be involved in reviewing our provision during review meetings. The SENCO will deploy support staff to make necessary extra provision for the child within the limits of available school resources.

The effectiveness of the SEN policy will be monitored regularly through:

- The monitoring of standardised test results
- Progress against individual targets
- Pupils work / interview / tracking
- Classroom observation and/or review of planning documents

- Senior Leadership Team Meetings
- Professional dialogue with colleagues and parents
- Governing body, through their monitoring policy
- Audit of those identified as underachieving

### **Pupil Transfer Procedures**

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

If your child is joining us from another school:

- The SENCO will undertake a pre-visit (where appropriate) or speak to the previous school's SENCO.
- Your child will be able to visit our school and stay for taster sessions (where appropriate).
- A Transition photo book will be provided, (if necessary) to enable the pupil to familiarise themselves with the key members of staff and surroundings prior to entering the school.

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 needs to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.

When moving classes in school:

- Information will be passed on to the new class teacher in advance and a transition meeting will take place with the new teacher.
- There will be opportunities to make additional visits to the new classes, if this is appropriate.

When moving from Key Stage 1 to Key Stage 2:

- A transition morning will be arranged for children to meet their new teacher and see their new classroom environment.
- Extra visits, if required, to the Key Stage 2 areas and new classrooms.
- Some children may find it useful to have photographs of key members and staff and of the new classroom, playground, lockers, etc.

In Year 6:

- Each year pupils visit their forthcoming Secondary School for a taster day and also Secondary Teachers from the Local Schools visit to help ease the transition from Year 6 to Year 7.
- The SENCO will discuss the specific needs of your child with the secondary school SENCO.
- Children with Education Health and Care Plans are offered extra taster sessions at their chosen secondary school. These are discussed at the transition meeting which is held in the spring term.
- Your child will also participate in focused learning relating to aspects of transition, to support their understanding of the changes ahead.
- If your child would be helped by a transition programme to support them in understand moving on, one will be devised for them.

### **Finance/Resources**

The Governors will ensure that the needs of pupils are met by employing a SENCO and support staff to support teachers and pupils. The Headteacher and SENCO will use the pupil's Educational Health Care Plan (EHCP) and LEA Banding Document to identify the areas of pupil need and make appropriate provision. The SENCO will liaise with the ICT Co-ordinator to ensure that ICT is used effectively to provide extra support for children with special educational needs, where appropriate.

Time will be identified for staff to review pupil progress, discuss pupil curriculum needs and to transfer information between classes. The Governors will ensure that monies are set aside to develop resources in curriculum areas. The SENCO organises and plans the amount of additional in-class, withdrawal and external specialist support required for pupils highlighted as needing SEN support and with an Educational Health Care Plan (EHCP). The pupils needing SEN support are covered from within the school's existing resources, and receive specific in-class and/or withdrawal support from named teaching assistants.

Any additional top up funding received for individual pupils will be spent on providing support staff or any required additional resources for that child.

The SENCO will report to the governors on the efficient and effective use of resources for all pupils on the SEN register.

### **Training**

Monies are also set aside so that staff can receive specific SEN training and so that the SENCO can attend SENCO cluster meetings to keep up to date with local and national SEN issues and updates. In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all the pupils, all staff are encouraged to

undertake training and development. The SENCO identifies SEN training through conducting staff skills audits and through evaluating the specific needs and requirements of individual children. All teachers and support staff undertake induction when taking up post and this includes a meeting with the SENCO to explain the systems and structures in place around the school's SEN provision and practice and to discuss the individual needs of pupils.

### **Considering Complaints**

Should a parent or carer have a concern about the special provision made for their child they should in the first instance discuss this with the class teacher. If the concern continues then the SENCO and class teacher will work together with the parents to solve the problem.

If the Headteacher is unable to resolve the difficulty the parents' concerns should be put in writing to the SEN Governor (Mrs. R. Ballard). The Chair of Governors will be involved after other avenues to resolve the situation have been exhausted.

### **Bullying**

Bullying is dealt with swiftly and effectively at Our Lady & St. Gerard's. Please see our Behaviour policy for more details about our procedures. We recognise that vulnerable learners at our school could be at risk of bullying therefore staff actively seek to ensure that they are protected by following the procedures in our Behaviour policy.

**Our policy will be reviewed in the Autumn Term 2026**