Policy for Inclusion and Special Educational Needs

Lunsford Primary School

Headteacher Mr Gary Anscombe
SENCO Ms Sarah Beckett

Our School Vision Statement:

At Lunsford we aim to create a nurturing, creative and inspiring environment which enables us to have valued, happy and independent learners.

Our School Values:

- *We are kind*
- *We are respectful*
- *We are positive*
- *We persevere*
- *We are responsible*
- *We are hard working*

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1. Aims

Lunsford Primary School's Policy for Inclusion and Special Educational Needs aims to:

- Ensure our school fully implements national legislation and Kent Local Authority's guidance and expectations.

Sets out how our school will:

- Support pupils with SEND ensuring our best endeavours to provide the appropriate provision to enable positive outcomes.
- Provide an inclusive environment that enables pupils to access all aspects of school life alongside their peers.
- Provide pupils with the skills and attributes that enable them to become confident individuals who can successfully live fulfilling lives.
- Support pupils with SEND to realise their aspirations and achieve their best.
- Communicate with pupils with SEND and their parents or carers ensuring co-production and seek pupil and parent or carer voices to fully involve them in decision making and discussions to support their child's provision.
- Communicate and explain the roles and responsibilities of key school and external professionals who are supporting the provision for pupils with SEND.
- Ensure the SEND Policy is understood and implemented consistently by all staff and is monitored by Governors.

At Lunsford Primary School all pupils, irrespective of need, access a broad and balanced curriculum which is delivered through high quality inclusive teaching to enable every pupil to make progress and reach their full potential socially, emotionally and academically. When required to do so, the school will make reasonable adjustments to support pupils with SEND. The school sets high expectations and aspirations for each individual pupil, working together with them, and their parents/carers to ensure that pupils with SEND become confident and independent children who are able to successfully transition to the next phase of their education.

2. Legislation and Guidance

This policy is written in line with:

The regulation associated with:

- Children and Families Act 2014 – Part 3: Children And Families Act 2014 Part 3
- Special Educational needs and Disability (SEND) Code of Practice 2015:
- The Special Educational Needs and Disability Regulations 2014: The Special Educational Needs and Disability Regulations 2014
- Equality Act 2010: Equality Act 2010
- School Admission Code 2021 School Admission Code 2021
- The School Information Regulations: Updated 24/10/24

  Maintained Schools: https://www.gov.uk/guidance/what-maintained-schools-must-publish-online

- Governance in Maintained Schools Handbook 2024: Governance in Maintained Schools

Kent Local Authority:

The Local Authority's local offer
The Local Authority's Offer can be found in the SEND Information Report

https://www.kent.gov.uk/education-and-children/special-educational-needs

Countywide Approach to Inclusive Education (CATIE)
A Countywide Approach to Inclusive Education (kelsi.org.uk)

What does inclusion mean in Kent?

'As the champion of families, children, and young people our collective priorities are to be certain that all children and young people are engaged with and included in the provision of high-quality inclusive education. Ensuring that, whatever their circumstance or ability, our children have a sense of belonging, feel respected, are valued for who they are and develop the knowledge and skills required for adult life. In doing so, we strive to achieve a continuous improvement in standards, a significant narrowing of achievement

gaps for vulnerable groups of learners and a wholly inclusive education system which ensures:

- **Equitable access for all.** Sufficient, appropriate, quality education provision is available for all children and young people in Kent.
- **No child is left behind.** All children and young people are supported to be engaged fully in their education.
- **Effective collaboration.** There is collaboration and multi-agency working providing a self-informing, sustainable system which supports the education of all.' (KCC: CATIE p 2-3)

Special Educational Needs Mainstream Core Standards (ordinarily available provision) : Special Educational Needs Mainstream Core Standards

The Mainstream Core Standards:

- Sets out the provision that the Local Area has agreed should be ordinarily available for Children and Young People with SEND
- Provides guidance and advice to support schools to meet the needs of and include Children Young People with SEND
- Provides clear guidance to schools on the statutory duties regarding the inclusion of Children and Young People with SEND
- Provides information to all stakeholders on the work of schools in relation to the inclusion of Children and Young People with SEND.

The school is working towards the ultimate goal of growing independent young people as they prepare for adulthood. All provision and support at Lunsford Primary School works towards achieving the Kent Children and Young People Outcomes Framework.

Our SEND policy should be read in conjunction with our school's policies published on our website :

- SEN Information Report: SEND | Lunsford Primary School
- Safeguarding policy: Safeguarding Policies | Lunsford Primary School
- Behaviour Policy: Behaviour Policies | Lunsford Primary School
- Equality Policy: SEN Policies | Lunsford Primary School
- Accessibility Plan: SEN Policies | Lunsford Primary School
- Attendance and punctuality policy: Attendance and Absence | Lunsford Primary School

3. Definitions

Definition of SEN

' 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 him or her.

A child of compulsory school age or a young person has a learning difficulty if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age, or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools to mainstream post-16 institutions'

(DFE/DOH 2015: 15-16)

Definition of Disability:

'Many children and young people who have SEN may have a disability under the Equality Act 2010- that is '..a physical or mental impairment which is a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.' This definition provides a low threshold and includes more children than many realise: 'Long term' is defined as a 'year or more' and substantial' is defined as 'more than minor or trivial'. This definition includes sensory impairments such as those affecting sight or hearing and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is sufficient overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires a special educational provision they will also be covered by the SEN definition.' (DfE/DOH 2015: 16)

Special Educational Needs Register:

At Lunsford Primary School, the SENCO regularly reviews the SEN register as part of the Graduated Approach. The SENCO works in co-production with parents/carers and, if required, key external professionals to ensure high quality SEN provision is in place, informing parents/carers of any changes that have been agreed. School staff will also be informed, and records updated and shared with teaching staff. A diagnosis does not necessarily mean that a pupil will be placed on the SEN register if the universal and targeted provision the pupil is accessing is enabling them to make good progress.

Special Educational Needs (SEN) support

'SEN support means support that is additional to, or different from, the support generally made for other children of the same age in a school. It is provided for pupils who are identified as having a learning difficulty or a disability that requires extra or different help to that normally provided as part of the school's usual curriculum offer. A pupil on SEN support will not have an education, health and care plan.'
https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england

Education, health and care (EHC) plans

A local authority may issue an EHC plan for a pupil who needs more support than is available through SEN support. This will follow a statutory assessment process whereby the local authority considers the pupil's special educational needs and any relevant health and social care needs; sets out long term outcomes and specifies provision which will deliver additional support to meet those needs.

https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england

Class Aware/ Monitoring Register

The school also holds a Class Aware/ Monitoring Register of children who the SENCO and teaching staff are monitoring and which is regularly updated and shared with teaching staff. A child may be monitored if they have a diagnosis to ensure that their needs continue to be met through universal provision; where teachers have raised awareness that progress is lower than expected and potential barriers to learning are being explored; where a referral has been made to explore a potential diagnosis or where a pupil has medical needs. This list is regularly reviewed by the SENCO alongside teaching staff. If the provision for a pupil being monitored becomes additional and different from our universal offer, this will be discussed with parents and the pupil will be moved onto the SEN Register.

4. Inclusion and Equal Opportunity

Lunsford Primary School is an inclusive school who treats all of its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind. No pupil is ever excluded from taking part in any activity because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included. The school endeavours to provide, review and develop high quality inclusive opportunities.

Lunsford Primary School uses the Graduated Approach to review and improve provision. The Graduated Approach is a four-part cycle of assess, plan, do and review:

Assess: If a pupil is not making the expected level of progress, staff will make an assessment to ascertain strengths and difficulties.

Plan: A plan of additional support is drawn up for a pupil and targets set.

Do: The pupil is provided with extra support.

Review: Teaching staff assess how well the support put in place has helped the pupil to meet the desired outcomes.

Please see Lunsford Primary School's SEN Information Report for more detailed information about this approach: SEND | Lunsford Primary School

5. Roles and Responsibilities – in conjunction with SEN Information Report

Lunsford Primary School works strategically in line with the Special Educational Needs Code of Practice 2015. How the school does this is explained in the school's SEN Information Report, which is signposted to parents, staff and governors and is available on the school website: SEND | Lunsford Primary School

The school will ensure that pupils, parents and carers have:

- Access to impartial information, advice and support throughout their time in the school to help them make informed decisions and choices about their future.

- Effective support to understand their rights and decision-making processes and choices regarding their plans and support.
- An understanding of their individual plans, outcomes, provision and support and the reasons why some changes may not be possible

  (Area SEND inspections: framework and handbook updated April 2024)

5.1 SENCO

All maintained schools and academies are required by law to have a named SENCO who is a qualified teacher and has been awarded the National Award for Special Educational Needs Coordination (prior to September 2024) or The National Professional Qualification for SEND (from September 2024).

SENCOs must complete the qualification within three years of taking up the post.

At Lunsford Primary School, our SENCO is Ms Sarah Beckett. Their working days are Tuesday, Wednesday and Thursday. Their contact details are via email: senco@lunsford.kent.sch.uk or by telephone: 01732 843352.

They have 32 years of teaching experience and two and a half years' experience in this role. They are a qualified teacher and have experience as a Senior Leader for over 20 years.

They achieved the National Award in Special Educational Needs Co-ordination in March 2025 through Canterbury Christ Church University.

The SENCO has an important role to play with the headteacher and governing body with regards to the strategic oversight and implementation of Lunsford's SEN policy and development.

They will:

- Oversee the day-to-day responsibility and implementation of the SEND policy.
- Ensure all statutory requirements are adhered to throughout the year.
- Co-ordinate provision for children with SEN using the Graduated Approach – Assess, Plan, Do, Review to review and monitor provision for all pupils with SEN.
- Communicate and provide all staff with the key SEN and medical information, advice, guidance, and strategies to support pupils with SEN ensuring high quality provision across the school/academy.
- Collaborate with teachers, support staff, parents and carers regarding all aspects of their child(ren)'s provision including interventions and outcomes.
- Offer professional guidance to staff to secure high quality inclusive provision in the classroom and throughout the school day.

- Collaborate with curriculum leaders to remove barriers to learning.
- Develop and lead whole school continued professional development to ensure high quality provision for all pupils with SEN.
- Liaise with the relevant Designated Teacher where a looked after child or young person has SEN.
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies.
- Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
- Be the key point of contact for external agencies, especially the local authority and its support services.
- Ensure the school keeps up-to-date records of all pupils with SEN.
- Ensure any pupil who has a part time timetable is agreed with parent/carers, is registered on the KELSI website and a clear re-integration strategy is planned in conjunction with the parent/carer and pupil.
- Hold status in order to have capacity and authority to make change.
- Ensure genuine co-production and collaboration with the wider community.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- To keep up to date with key national and local SEN development.
- Attend key meetings organised by the local authority such as The Countywide SENCO Forum to ensure that they have up-to-date strategic and operational information.
- Is fully involved in all aspects of transition planning, whether phased or in year, regarding pupils with SEND, following expectations set out in the District Plans and Kent Transition Charter, ensuring parents/carers are fully informed throughout the transition period.
- Work closely with other colleagues and SENCOs in their Community of Schools.

Developed from DfE/DOH SEND Code of Practice 2015:108-109

5.2 Headteacher

The headteacher will:

- Work closely with the SENCO and SEN link governor to determine the strategic development of the SEN policy and provision across the school.

- Work with the SENCO and governors to ensure the school adheres to all legislative and statutory guidance keeping up to date with all key national and local policies and expected SEN practice.
- Ensure the SENCO has sufficient time and resources to effectively carry out their role.
- Work closely with the SENCO to carry out their duties employing the Graduated Approach, using their 'best endeavours' and when required making reasonable adjustments to ensure the school is providing high quality SEN provision.
- Have overall responsibility for the provision for pupils with SEN, their progress, and outcomes.
- Have the responsibility for monitoring the school's notional SEN budget and any additional funding allocated by the LA to support individual pupils or SEN provision for groups of pupils.

5.3 SEND Governor

Our Governing Body have a legal responsibility to pupils with SEN as defined in the Children and Families Act 2014 and SEND Code of Practice 2015.

The SEND governor will:

- Help to raise awareness of SEN issues at governing board meetings.
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the governing body following monitoring visits.
- Work with the headteacher and SENCO to determine the strategic development of the SEN policy and provision in the school.

Maintained School

7.2.2 Children with special educational needs and disabilities (SEND)

Governing bodies have legal duties in relation to pupils with SEND that are set out in the Children and Families Act 2014 and the SEND code of practice.

Governing bodies should have an individual responsible for specific oversight of the school's arrangements for children with SEND.

The SEND code of practice assists the governing body and the link or lead governor in supporting and promoting discussions with regards to outcomes for learners with SEND.

DfE: Maintained schools guidance guide: updated 2 October 2024 Maintained Schools Handbook

The named Governor is responsible for the strategic oversight of the arrangements and provision for pupils with SEN.

The SEND Governor will:

- Carry out monitoring visits on behalf of the Governing Body to ensure high quality and effective provision is in place and in line with the SEND Code of Practice statutory and Local Authority guidance and expectations.
- Report to and raise awareness of SEN issues raised during monitoring visits and meetings at Governing Body meetings.
- Work closely with the SENCO and Headteacher to ensure the strategic review and development of the SEND Policy, SEN Information Report and provision in the school.

Our SEND Governor is Mr Bob Harvey.

5.4 Teachers

All teachers are teachers of pupils with special educational needs. Our SENCO provides a vital strategic role and provides significant advice and support to teachers, but the responsibility for the learning and progress of all children lies with the teacher.

'High quality teaching, differentiated for individual pupils, is the starting point in responding to pupils who have or may have SEN. Additional intervention and SEN support cannot compensate for a lack of good quality teaching.

Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils, and their knowledge of the SEN most frequently encountered.' (DfE/DoH SEND Code of Practice 2015: 25)

Every teacher is responsible for:

- The progress and development of every pupil in their class.
- Instilling high aspirations for every pupil.
- Delivering a broad and balanced curriculum embedding high-quality inclusive teaching strategies and resources.
- Working closely with teaching assistants or specialist staff to plan, monitor, track and assess the impact of support and interventions, and how they can be transitioned and embedded in the classroom.
- Working with the SENCO to review each pupil's progress and development, and decide on any changes to provision.
- Communicating with parents regularly to:
    - Set clear outcomes and review progress towards them
    - Discuss the provision and support that will help achieve the set outcomes
    - Identify the responsibilities of the parent, the pupil and the school

- Listen to the parents' concerns and agree their aspirations for the pupil

- Ensuring they follow this SEN policy.

At Lunsford Primary School, teachers will adapt their teaching approaches to suit the way each pupil works best. There is no 'one size fits all' approach to adapting the curriculum, so teachers work on a case-by case basis to make sure that the adaptations made are meaningful to each pupil and are guided by the Mainstream Core Standards in the first instance.

https://www.kelsi.org.uk/__data/assets/pdf_file/0005/117257/Special-educational-needs-mainstream-core-standards-guide-for-parents.pdf

Typically, adaptations may be made: to teaching approaches; through resources or staffing; using recommended aids; scaffolding lesson materials or through additional support from teachers or teaching assistants during lessons and throughout the day.

See Lunsford Primary School SEN Information Report: SEND | Lunsford Primary School

Teaching Assistants (TAs) will support the learning of pupils in lessons, during interventions and transitions throughout the school day and aim to develop pupils' independence.

5.5 Parents and carers

Parents and carers should inform the school if they have any concerns about their child's progress socially, physically, emotionally, or academically or if there are any changes to provision that have been advised by key external professionals working with their child following an appointment.

Parents are actively involved in all aspects of the decision-making process through meetings or agreed forms of communication and are afforded every opportunity to contribute to discussions regarding their child's SEN provision.

All parents have the opportunity to discuss their child's learning and provision at parents' consultation meetings held in the Autumn and Spring Terms. All parents receive an annual report for their child in the Summer Term and are invited to give feedback and the opportunity to discuss the report, if requested.

Parents of children on the SEN Register receive copies of their child's Personalised Plan three times each year which review and set new targets, along with the opportunity to discuss this, as part of the Assess, Plan, Do, Review Cycle. The school values each parent's knowledge of their child.

5.6 The pupil

Seeking the voice of the pupil is an important aspect of ensuring the SEN provision is highly effective for every pupil with SEN. Pupils are given every opportunity to express their view and provide information to support review meetings as part of our Graduated Approach in year meetings and for pupils with an EHCP, the statutory Annual Review. However, the voice of the pupil can be sought at any time throughout the school year.

Pupils at Lunsford Primary School are able to express their views, for example, through:

- Pupil questionnaires/ surveys – identifying how they like to learn; what support helps them; what further support they would like and their experience of being a pupil at Lunsford Primary School
- Verbally, visually or in writing, depending on their needs.
- Through Appendix 1, if they have an EHCP.

6. SEND Information Report

Our SEN Policy works in conjunction with our SEND Information Report which sets out how this policy is implemented at Lunsford Primary School.

The SEND Information Report is updated annually or, if necessary, when changes to the information may be required during the academic year.

SEND | Lunsford Primary School

7. Admissions and Accessibility

Lunsford Primary School is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions and admissions processes.

The admission arrangements for a pupil without an EHCP do not discriminate against or disadvantage disabled children or those with special educational needs.

Lunsford Primary School's admissions information can be found on the school website ADMISSIONS | Lunsford Primary School or by asking at the school office.

The school's accessibility plan can be found on the school website: SEN Policies | Lunsford Primary School

8. Our school approach to SEN provision

Lunsford Primary School will assess each pupil's current skills and levels of attainment on entry, which will build on information from previous settings and Key Stages, where appropriate. In Early Years specifically, teachers will carry out baseline assessments on entry, including Speech Link and Language Link and gross motor skills through the BEAM

(Balance, Education and Movement) programme. All teachers will make regular assessments of progress for all pupils and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline.
- Fails to match or better the child's previous rate of progress.
- Fails to close the attainment gap between the child and their peers.
- Widens the attainment gap.

DfE/DOH SEND Code of Practice: 2015, 6.17

This may include progress in areas other than attainment, for example, social, emotional and mental health needs.

When deciding whether special educational provision is required, the school will start with the desired outcomes, including the expected progress and attainment using the school's graduated approach, alongside the views of the pupil and their parents. The school will use this to determine the support that is needed and whether the school can provide it by adapting the universal offer, or whether something different or additional is needed.

8.1 The kinds of special educational need for which provision is made

At Lunsford Primary School, provision is made to support pupils with additional needs, irrespective of whether a pupil has an education health and care plan, in conjunction with the Kent Mainstream Core Standards Mainstream Core Standards guide for parents

and The Continuum of Provision and Need, using the Graduated Approach.

At Lunsford Primary School, we will ensure our 'best endeavours' to meet the needs of pupils with an Educational Health and Care Plan (EHCP) with the following kinds of special educational need: Cognition and Learning Difficulties, Communication and Interaction, Sensory and/or Physical Needs and Social, Emotional and Mental Health needs. Decisions on the admission of pupils with an EHCP are made by the Local Authority.

8.2 The identification and assessment of pupils with special educational needs

In line with the SEND Code of Practice (DfE/DoH 2015), pupils at Lunsford Primary School are identified as either having no SEN, having SEN with support, or having SEN with an Educational Health and Care Plan.

At Lunsford Primary School, progress is closely monitored throughout the year to track and review their academic progress three times each year. However, pupils with SEN may have more frequent assessments linked to specific interventions.

Teachers carry out regular assessments to track progress and identify pupils who, despite using high quality inclusive teaching strategies, are:

- Working significantly slower than their peers who have the same starting point.
- Are unable to maintain or improve their progress rate.
- Are unable to close the attainment gap in line with their peers or the gap is widening.

This may also include progress and development in areas other than academic attainment such as social, emotional, and physical.

To support pupils, the school use a range of assessments to review and monitor the broader developmental needs and progress of all pupils. Lunsford Primary School uses a range of assessments at various points of each pupil's education such as: Early Years Baseline assessments; Development Matters; Early Years Profile Information; Speech Link and Language Link assessments; BEAM assessments; Boxall Profile; Little Wandle assessments; Year 1 and Year 2 re-take Phonics Screening; Year 2 SATs materials; Reading and Maths NFERs (Years 3-6); writing tasks throughout the year and formative assessment. These assessments will enable the early identification of difficulties that a pupil may present. Information collected from the testing will inform the appropriate intervention and provision to support progress and outcomes.

Teachers at Lunsford Primary School are responsible for classroom provision which delivers a well sequenced and resourced curriculum and uses high quality inclusive teaching strategies which are scaffolded, with adaptations made to meet pupils' needs.

When teachers identify an area where a pupil is making slow progress or where they have concerns, they will follow the school's early identification of need's protocols. Pupils progress will also be discussed at Pupil Progress Meetings involving the class teacher, headteacher, deputy headteacher and SENCO. Teachers will inform parents/carers at an early stage to make them aware and discuss the further supporting strategies that the teacher will use to help the pupil.

However, if progress does not improve, the teacher will inform the SENCO to discuss whether this lack of progress may be due to a special educational need. In this instance, the SENCO and/ or Class teacher will, in consultation with the pupil's parents/carers, discuss further support. Where identified as needed, the school may refer to external agencies to provide additional advice or specialist assessments.

The purpose of a more detailed assessment will identify which additional resources and/or different strategies are required to enable the pupil to make better progress. These will be written into SEN personalised plans, which are regularly reviewed, refined, and revised and shared with parents/carers. At this point the SENCO will have identified that the pupil has an additional need because the school is making provision for the pupil which is additional and different to what is normally available. Teachers will be involved throughout the process and training will be delivered to ensure the provision is of a high quality.

It is important to note, as stated in the SEND Code of Practice (DfE/DoH,2015 6.23), that slower than expected progress and lower attainment does not automatically mean a pupil would be recorded as having SEN.

If the pupil is able to make good progress using this additional and different resource, but would not be able to maintain this good progress without it, the school will continue to identify the pupil as having special educational needs. If the pupil is able to make good progress without the additional or different resources, they will not be identified as having special educational needs. When any change of identification of SEN is amended, parents/carers will be notified.

The school will ensure that all teachers and support staff who work with a pupil with SEN or have an additional need are made fully aware of the provision that each individual pupil requires. Reports from external agencies or outcomes of school screeners or assessments are shared through the school's secure CPOMs system.

8.3 Consulting with Parents

Parents of children receiving SEN Support or who have an EHCP are given the opportunity to meet with their child's class teacher and/ or the SENCO three times each year. If a child has an EHCP, one of the three meetings will be an annual review where both the child's and the parents' views will be formally recorded on the annual review documentation. Copies of a child's Personalised Plan are shared with parents/ carers three times during the year and they are invited to discuss this with the class teacher and/ or SENCO.

Meetings at other times of the year can also be requested, including with parents of children on the SEN Register or with those who have concerns they would like to discuss.

9. Assessing, Monitoring, Reviewing and Evaluating Progress towards Outcomes

The school assesses, monitors, reviews and evaluates progress towards outcomes through the Graduated Approach and uses best endeavours through:

- The teacher's assessment and experience of the pupil
- The pupil's previous progress and attainment or behaviour
- Other teachers' assessments, where relevant
- Assessments linked to interventions
- The pupil's individual development compared to their peers and national data.
- Collaboration with parents/carers to seek their views and experience and agreed next steps.
- The pupil's own views
- Advice from external support services, if relevant
- Ensuring pupils are prepared for their next steps and onward pathways.

At all times, teachers and support staff who work closely with the pupil will be made aware of their needs, personalised plan outcomes, key resources, strategies and provision to support them throughout the school day. Any changes to provision will be communicated in a timely manner through the school's SEN protocols and processes as set out in the SEN Information Report.

This SEN policy and the SEN Information Report will be reviewed by the SENCO every year. It will also be updated to reflect any changes to the information or statutory policy.

The policy will be approved by the governing body and available to read and refer to on the school's website.

10. Complaints about SEND Provision

Concerns about SEN provision at Lunsford Primary School should be discussed with the Class teacher in the first instance. Should parents feel that their concerns have not been addressed, they are encouraged to make a complaint to the headteacher or SENCO. If this does not resolve concerns, parents will be directed towards the school's complaints policy:

School General Policies | Lunsford Primary School

Parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first tier SEND tribunal if they believe that the school has discriminated against their child. They can make a claim about alleged discrimination regarding:

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

All complaints relating to a named member of staff must be sent to the headteacher.

If a complaint is not resolved after it has been considered by the governing body and 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 how to resolve disagreements refer to Chapter 11, pages 244 – 273, of the SEND code of Practice and of suitable avenues for complaint more specifically, pages 246 and 247 of the SEND Code of Practice SEND Code of Practice

10. Glossary and SEND Acronyms

- **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.
- **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 SEND 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 SEND in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets do not 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 pupils with SEND
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages