



ST THOMAS CANTILUPE
CHURCH OF ENGLAND PRIMARY SCHOOL

Policy: Special Educational Needs and Disabilities

Date: September 2025

School lead: Kahlia Laws

Governor lead: Andrew Teale

Review date: September 2026



Shine bright your light (Matthew 5: 14-15)

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for pupils with special educational needs (SEND)
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND

1. LEGISLATION AND GUIDANCE

This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation:

- Part 3 of the Children and Families Act 2014, which sets out schools' responsibilities for pupils with SEND and disabilities
- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEND coordinators (SENDCOs) and the SEND information report

2. DEFINITIONS

A pupil has SEND if they have a learning difficulty or disability that calls for special educational provision to be made for them.

They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of the others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

3. ROLES AND RESPONSIBILITIES

3.1 The SENDCO

The SENDCO is **Kahlia Laws** who can be contacted either at school or via admin (KLaws@st-thomascantilupe.hereford.sch.uk or admin@st-thomascantilupe.hereford.sch.uk)

They will:

- Work with the headteacher and SEND governor to determine the strategic development of the SEND policy and provision in the school

- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority (LA) and its support services
- Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date

3.2 The SEND governor

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this
- Work with the headteacher and SENDCO to determine the strategic development of the SEND policy and provision in the school

3.3 The headteacher

The headteacher will:

- Work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision within the school
- Have overall responsibility for the provision and progress of learners with SEND and/or a disability

3.4 Class teachers

Each class teacher is responsible for:

- The progress and development of every pupil in their class
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and how they can be linked to classroom teaching
- Working with the SENDCO to review each pupil's progress and development, and decide on any changes to provision
- Ensuring they follow this SEND policy

4. SEND INFORMATION REPORT

4.1 The kinds of SEND that are provided for

Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and interaction, for example, autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- Cognition and learning, for example, dyslexia, dyspraxia
- Social, emotional and mental health difficulties, for example, Attention Deficit Hyperactivity Disorder (ADHD)
- SENDsory and/or physical needs, for example, visual impairments, hearing impairments, processing difficulties, epilepsy
- Moderate/severe/profound and multiple learning difficulties

4.2 Identifying pupils with SEND and assessing their needs

Class teachers, supported by the SENDCo and Head teacher will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Class 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

This may include progress in areas other than attainment, for example, social needs.

Limited progress and low attainment will not automatically mean a pupil is recorded as having a SEND need.

When deciding whether special educational provision is required, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

4.3 Consulting and involving pupils and parents

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns

- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and can be shared with their parents if requested.

We will notify parents when it is decided that a pupil will receive SEND support.

4.4 Assessing and reviewing pupils' progress towards outcomes

We will follow the graduated approach and the four-part cycle of **assess, plan, do, review**.

The class teacher will work with the SENDCo to carry out a clear analysis of the pupil's needs. This will draw on:

- The teacher's assessment and experience of the pupil
- Their previous progress and attainment or behaviour
- Other teachers' assessments, where relevant
- The individual's development in comparison to their peers and national data
- The views and experience of parents
- The pupil's own views
- Advice from external support services, if relevant

The assessment will be reviewed regularly.

All teachers and support staff who work with the pupil will be made aware of their needs through, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. This information will be recorded on Insight (assessment system). We will regularly review the effectiveness of the support and interventions, and their impact on the pupil's progress. A pupil is monitored through termly pupil progress meetings.

4.5 Supporting pupils moving between phases and preparing for adulthood

We will share information with the school or other setting the pupil is moving to. We will agree with parents and pupils which information will be shared as part of this.

4.6 Our approach to teaching pupils with SEND

Teachers are responsible and accountable for the progress and development of all the pupils in their class.

High quality teaching is our first step in responding to pupils who have SEND. This will be differentiated for individual pupils.

We will also provide interventions as needed for each child.

4.7 Adaptations to the curriculum and learning environment

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils can access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as Widgeo images, laptops, coloured overlays, visual timetables, larger fonts, etc.
- Differentiating our teaching, for example, providing scaffolding, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

4.8 Additional support for learning

We have a teaching assistant in all classes who are trained and experiencing in delivering a variety of interventions.

Teaching assistants will support pupils on a 1:1 basis when a child requires additional support to enable to access a bespoke curriculum.

Teaching assistants will support pupils in small groups when they require it.

We work with the following agencies to provide support for pupils with SEND:

- Educational Psychologists
- Speech and Language Therapists
- English as Additional Language team (EAL)
- Child and Adolescent Mental Health Services (CAMHS)
- School nursing Team
- Local Authority SEND team
- Physiotherapists and occupational therapists
- Community Pediatricians (Child Development Centre)
- SEMH Inclusion Service (Formally the Behaviour Support Team)
- Inclusion team
- Young carers

4.9 Expertise and training of staff

Our SENDCo has over 16 years' experience in this role. She has completed the National Award SENDCo. She works 4 days a week in school to manage, among other responsibilities, SEND provision.

We have a team of teaching assistants with varied experience and training.

All staff have regular internal and external training, including staff meetings and INSET days. All staff attend annual safeguarding training.

We use specialist staff for interventions such as Speech and language Therapy, Hearing Impairment support, SEMH Support and English as an Additional Language.

4.10 Securing equipment and facilities

If a pupil requires extra equipment and facilities we will work with the LA or external agencies.

4.11 Evaluating the effectiveness of SEND provision

We evaluate the effectiveness of provision for pupils with SEND by:

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions
- Using pupil questionnaires/interviews
- Monitoring by the SENDCo
- Monitoring by the Head teacher
- Book trawls
- Holding annual reviews for pupils with EHC plans

4.12 Enabling pupils with SEND to engage in activities available to those in the school who do not have SEND

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

All pupils are encouraged to go on our residential trip(s)

All pupils are encouraged to take part in sports day/school plays/special workshops, etc.

No pupil is ever excluded from taking part in these activities because of their SEND or disability.

4.13 Support for improving emotional and social development.

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

- Pupils with SEND are encouraged to be part of the school representation groups.
- Pupils with SEND are also encouraged to be part of clubs to promote teamwork/building friendships etc.
- We have a zero-tolerance approach to bullying.

4.14 Working with other agencies.

We seek support from external agencies e.g. Speech and Language, Educational Psychologists, Specialist teachers and special schools outreach services in order to meet a child's needs

4.15 Complaints about SEND provision

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

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children. They can make a claim about alleged discrimination regarding:

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

4.16 Contact details of support services for parents of pupils with SEND

Please see our complaints policy on the website. A copy is available from the office.

4.17 Contact details for raising concerns.

If you wish to raise a concern please speak to your child's class teacher initially and then the SENDCo can be involved with further discussions if required.

4.18 The local authority local offer

Our Local Authority's local offer for SEND support is published here <https://www.herefordshire.gov.uk/local-offer>

5. ATTENDANCE

Many pupils with SEND face complex barriers to attendance. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as it is for any other pupil. However, they may need additional support.

Our approach to supporting pupils who are absent from school due to their SEND is set out in our attendance policy.

6. SAFEGUARDING

We recognise that pupils with SEND can face additional safeguarding challenges. Children with disabilities are more likely to be abused than their peers, and additional barriers can exist when recognising abuse, exploitation and neglect in this group.

For more details of the pastoral support we offer pupils with SEND, and the support we provide to help pupils overcome any communication barriers they face, see our child protection and safeguarding policy.

7. MONITORING ARRANGEMENTS

This policy and information report will be reviewed by Kahlia Laws annually. It will also be updated if any changes to the information are made during the year.

It will be approved by the governing board of the school.

8. LINKS WITH OTHER POLICIES AND DOCUMENTS

This policy links to the following policies that can be found on the website:

- Accessibility plan
- Relationships and Behaviour
- Attendance
- Safeguarding and child protection
- Equality information and objectives
- Supporting pupils with medical conditions