

Policy Title **Inclusion Policy**

Adopted: May 2024

For Review: May 2025

Inclusion Policy incorporating Special Educational Needs Information Report

Legislative Compliance

This policy complies with the guidance given in **Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 65)**. It has been written as guidance for staff, parents or carers and children with reference to the following guidance and documents.

- SEN Code of Practice (which takes account of the SEN provisions of the SEN and Disability Act 2001) September 2014
- Ofsted Education Inspection Framework September 2019
- Ofsted SEN Review 2010 “A Statement is not enough”
- Equality Act 2010
- Children and Families Act 2014

Inclusion Statement

‘I belong and I can succeed.’

- We aspire for all learners in our school to feel a sense of belonging and to be supported to succeed to their potential.
- Teachers will provide well resourced, differentiated learning opportunities for all learners within the school based around children’s needs and strengths. This ensures that all children have a full access to the school curriculum.
- Learners with additional support needs (or Special Educational Needs) will often present with uneven learning profiles, which may result in their academic progress looking different from their peers. Where this is the case, families, teachers, outside agencies and the inclusion lead will work together to ensure progress is maintained at the rate appropriate for the child.
- English as an Additional Language (EAL) is not considered a Special Education Need. Differentiated work and individual learning opportunities are provided for children who are learning EAL as part of our provision for vulnerable learners.
- We focus on individual progress as the main indicator of success.
- We make a clear distinction between “underachievement” – often caused by a poor early experience of learning - and special educational needs.

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- Some pupils in our school may be underachieving but will not necessarily have a special educational need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put in place to help these pupils catch up.
- Other pupils will genuinely have special educational needs and this **may** lead to lower attainment (though not necessarily to under-achievement). It is our responsibility to ensure that pupils with special educational needs have the maximum opportunity to attain and make progress in line with their peers. Accurate assessment of need and carefully planned programmes, which address the root causes of any learning difficulty, are essential ingredients of success for these pupils. These will be provided, initially, through additional support funded from the devolved school's budget.

Aims and Objectives of this Policy

The aims of our inclusion policy and practice in this school are:

- To provide curriculum access for all
- To secure high levels of achievement for all
- To meet individual needs through a wide range of provision
- To attain high levels of satisfaction and participation from pupils, parent and carers
- To carefully map provision for all vulnerable learners to ensure that staffing deployment resource allocation and choice of intervention is leading to good learning outcomes.
- To ensure a high level of staff expertise to meet pupil need, through well targeted continuing professional development.
- To work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable learners.
- To “promote children’s self-esteem and emotional well-being and help them to form and maintain worthwhile relationships based on respect for themselves and others”. (National Curriculum, 2014)

Early identification of any additional need is vital. Many of the children who join our school have already attended an early education setting and some children join us with their needs already assessed. Nevertheless, all children are assessed when they join our school, so that we can build upon their prior learning. We use this information to provide starting points for the development of an appropriate curriculum for all children.

If a child is experiencing a barrier to their learning which is impacting on their age- related outcomes, advice from outside agencies may be sought. Prior to this the Inclusion Lead, who will have been consulted by class teachers, will have a working knowledge of the child and considered the best pathway forward along with the child’s parents or carers and class team.

The school evaluates the effectiveness of provision for pupils on the SEN register through analysing progress data of pupils, class intervention and provision grid reviews and evaluating progress

against targets set, including those with EHCPs. All children are assessed by their class teacher termly for their achievements in reading, writing and maths. Environmental adaptations and target specific support group targets are set and reviewed at least each term, or when the class teacher deems appropriate in line with the child's progress and responses.

The head teacher and the governing body have delegated the responsibility for the ongoing implementation of this Inclusion Policy to the Inclusion Lead. The Inclusion Lead is responsible for reporting regularly to the head teacher and the governor with responsibility for SEN on the ongoing effectiveness of this inclusion policy.

The Inclusion Lead has strategic responsibility for the inclusion of children who have EAL and the achievement of vulnerable ethnic minority groups. The Designated Teacher for Looked After Children, the Inclusion Lead, also has strategic responsibility for the inclusion of children who are adopted or in local authority care.

All staff within our school have a responsibility for ensuring achievement and opportunity of vulnerable learners – specifically, all teachers are teachers of pupils with special educational needs and EAL. Staff are aware of their responsibilities towards all vulnerable learners and unconditional positive regard is expected to be shown towards all pupils, at all times.

When admitting pupils with special educational needs, we endeavour to have informative discussions with the pupil's family and previous setting to ensure the most effective transition possible, ensuring adequate provision is in place. We understand that it is initially our responsibility to make provision for children with special educational needs through the school's devolved SEN budget. Thereafter we are aware of the process of applying for Targeted Funding should it be required to maintain effective provision.

As a mainstream school, environmental and financial constraints along with staff expertise are barriers in creating effective provision for pupils whose needs are significant, severe or profound. However, we would make a careful assessment of the needs of each pupil in constructive conversation with families and other agencies.

The Name and contact details of the Inclusion Lead for SEND:

Mrs. Francesca Hallis 01604 493384 francescahallis@thorplandsprimary.net

The Name and contact details of the Inclusion Lead for EAL:

Mrs. Francesca Hallis 01604 493384 francescahallis@thorplandsprimary.net

The Name and contact details of the Designated Children for Looked After Children:

Mrs. Francesca Hallis 01604 493384 francescahallis@thorplandsprimary.net

SEN INFORMATION REPORT

Our school's policies for identifying children with SEN and assessing their needs.

Our school's arrangement for assessing & reviewing children's progress towards outcomes.

In agreeing our staged arrangements, the school has taken into account the following statements and definitions:

“Defining achievement in terms of the number of targets on an individual education plan achieved across a given time rarely ensured rigorous evaluation of provision or pupils’ progress. What made the difference to higher outcomes was effective target-setting within the curriculum or personalised programme as part of a whole-school policy on assessment.”

‘Inclusion: does it matter where pupils are taught?’ (Ofsted, 2006a)

“High quality teaching that is differentiated and personalised will meet the individual needs of the majority of children and young people. Some children and young people need educational provision that is additional to or different from this. This is special educational provision under Section 21 of the Children and Families Act 2014. ”

SEN Code Of Practice (2015 : Para 1.24)

This is not necessarily “more literacy” or “more maths” but would be interventions which address the underlying learning needs of the pupil in order to improve his or her access to the curriculum.”

“Achievement for All” (National Strategies : 2009)

Across all the education providers visited, the keys to good outcomes were good teaching and learning, close tracking, rigorous monitoring of progress with intervention quickly put in place, and a thorough evaluation of the impact of additional provision.

Ofsted SEN Review 2010

“Ensuring that schools are clear about their provision that is normally available for all children, including targeted help routinely provided for those falling behind and the additional provision they make for those with SEN, should simplify the process of planning the right help at school level” (p68)

SEN Code of Practice 2015

STAGE 1

Well-differentiated, quality first teaching, including, where appropriate, the use of small group interventions. All vulnerable learners will be tracked through termly pupil progress meetings-

- All learners will have access to quality first teaching.
- Some vulnerable learners will have access to carefully differentiated activities or approaches directly related to the school curriculum which are part of our good practice in making teaching and learning accessible to pupils learning at different rates. These will probably be pupils who are underachieving and have been identified by the school as

needing to make accelerated progress but will not necessarily be pupils with special educational needs. This is considered to be a differentiation of the usual school curriculum – not a special intervention for pupils with SEN.

Identification and Assessment at Stage 1

Children's needs should be identified and met as early as possible through:

- the analysis of data including entry profiles, Foundation Stage Profile scores, developmental progress documents and other whole-school pupil progress data
- classroom-based assessment and monitoring arrangements. (Cycle of assess, plan, do, review)
- following up parental and teacher's concerns
- tracking individual children's progress over time,
- liaison with feeder nurseries on transfer
- information from previous schools
- information from other services
- maintaining a class intervention grids for all vulnerable learners but which clearly identifies pupils receiving additional SEN Support from the school's devolved budget or in receipt of High Needs funding. Class intervention grids are updated termly through meetings between the teachers, the Head Teacher and the Inclusion Lead.
- Undertaking, when necessary, a more in depth individual assessment - this may include a range of commercially available assessments, carefully chosen to deliver appropriate, useful information on a pupil's needs. It may include a bilingual assessment where English is not the first language.
- Involving an external agency where it is deemed necessary.

Curriculum Access and Provision for vulnerable learners

Where children require target specific supports based on their identified area of need, the school provides this in a variety of ways and might use a combination of these approaches to address targets identified for individual pupils.

- Target specific group work (carefully monitored to ensure curriculum entitlement is not compromised)
- individual class support
- bilingual support/access to materials in translation

- environmental adaptations
- adapted resources within lessons, including visual supports.
- Access to our nurture provision

Monitoring and Evaluation

The monitoring and evaluation of the effectiveness of our provision for vulnerable learners is carried out in the following ways:

- classroom observation by the Inclusion Lead and senior leaders.
- ongoing assessment of progress made by intervention groups.
- work sampling on a termly basis.
- scrutiny of planning.
- teacher interviews with the Inclusion Lead.
- informal feedback from all staff.
- pupil progress tracking using assessment data (whole-school processes).
- monitoring class intervention grids, EHCP targets and evaluating their impact.
- attendance records and liaison with Education Entitlement Service.
- regular meetings about pupils' progress between the Inclusion manager, class teacher and head teacher.
- head teacher's report to governors.

Stage 2

Additional SEN Support

- Pupils will be offered additional SEN support when it is clear that their needs require intervention which is "additional to" or "different from" the well-differentiated curriculum offer for all pupils in the school ie they have a special educational need as defined by the SEN Code of Practice 2015.

- Under-achieving pupils and pupils with EAL who do not have SEN will **not** be placed on the list of pupils being offered additional SEN support (but will be tracked in line with their needs through termly pupil progress meetings).
- In keeping with all vulnerable learners, intervention for pupils on the SEN list will be identified and tracked using the termly pupil progress meetings.
- It may be decided that a very small number (but not all) of the pupils on the SEN list will require additional Targeted Funding, for which an application needs to be made to the Local Authority, to ensure their underlying special educational need is being adequately supported. This may particularly be the case where outside agencies have been involved in assessing the pupil or contributing to their provision. Where the school can evidence that more than £6,000 above the Average Weighted Pupil Unit has, or will need to be, spent on a pupil within any one financial year, in order to meet his or her special educational needs, an application will be made to the Local Authority, with particular regard to the success criteria and SEN Descriptors published as part of the Local Offer.
- Where a pupil has a significant, severe and sustained need, it may be necessary to enter a multi-disciplinary assessment process with health and social care in order to consider the need for an Education Health and Care Plan.
- Where a pupil is in receipt of High Needs Funding and/or an Education Health and Care Plan, a decision will be made as to whether a short-term Individual Education Plan is required.
- Our approach to class intervention grids, is as follows:
 - Our intervention grids are a planning, teaching and reviewing tool which enables us to focus on particular areas of development for pupils with special educational needs. They are seen as working document which can be constantly refined and amended.
 - Our intervention grids will only record that which is *additional to* or *different from* the differentiated curriculum plan which is in place as part of provision for all children. Targets will address the underlying reasons why a pupil is having difficulty with learning – they will not simply be “more literacy” or “more maths”.
 - Our intervention grids will be accessible to all those involved in their implementation – pupils should have an understanding and “ownership of the targets”.
 - Our intervention grids will be based on informed assessment and will include the input of outside agencies
 - Our intervention grids have been devised so that they are manageable and easily monitored and therefore will be monitored and evaluated regularly.
 - Our intervention grids will be time-limited – at (at least) termly review, there will be an agreed “where to next?”

- Our intervention grids will specify how often the target(s) will be covered
- Our intervention grids will state what the learner is going to learn – not what the teacher is going to teach and will be clear about what the pupil should be able to do at the end of the given period.
- Targets for intervention grids will be arrived at through:
 - Discussion between teacher and Inclusion Manager
 - Discussion, wherever possible, with parents/carers and pupil
 - Discussion with another professional.
- Our intervention grids will be reviewed at least termly by class teachers in consultation with the Inclusion Lead.
- Some children's provision will be accompanied by a one-page profile; enabling the pupil to share their aspirations, views and intended outcomes.

Stage 3

Education Health and Care Plan

Pupils with an Education Health and Care Plan (post September 2014) will have access to all arrangements for pupils on the SEN list (above) and, in addition to this, will have an Annual Review of their statement/plan.

- Our school will comply with all local arrangements and procedures when applying for
 - High Needs Block Funding
 - An Education Health and Care Plan

and will ensure that all pre-requisites for application have been met through ambitious and pro-active additional SEN Support using our devolved budget at an earlier stage.

- Our review procedures fully comply with those recommended in Section 6.15 of the Special Educational Needs Code of Practice and with local NCC policy and guidance - particularly with regard to the timescales set out within the process.

Roles and Responsibilities

Headteacher

- the head teacher is responsible for monitoring and evaluating the progress of all pupils and for making strategic decisions which will maximise their opportunity to learn
- the head teacher and the governing body will delegate the day to day implementation of this policy to the Inclusion Manager
- the head teacher will be informed of the progress of all vulnerable learners and any

issues with regard to the school's provision in this regard through:

- analysis of the whole-school pupil progress tracking system
- pupil progress meetings with individual teachers
- regular meetings with the Inclusion Manager
- discussions and consultations with pupils and parents
Inclusion Lead (Special Educational Needs Coordinator)

In line with the recommendations in the SEN Code of Practice 2015, the Inclusion Lead will oversee the day- to-day operation of this policy in the following ways:

- maintenance and analysis of class provision grids.
- identifying a staged list of pupils with special educational needs – those in receipt of additional SEN support from the schools devolved budget, those in receipt of Targeted Funding and those with Education Health and Care Plans.
- co-ordinating provision for children with special educational needs
- liaising with and advising teachers
- managing other classroom staff involved in supporting vulnerable learners.
- overseeing the records on all children with Special Educational Needs
- contributing to the in-service training of staff
- implementing a programme of Annual Review for all pupils with a statement of special educational need. Complying with requests from an Education Health and Care Plan Coordinator to participate in a review
- carrying out referral procedures to the Local Authority to request High Needs funding and/or an Education Health and Care Plan when it is suspected, on strong evidence arising from previous intervention (additional SEN support from devolved budget), that a pupil may have a special educational need which will require significant support
- overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils on the vulnerable learners' provision map
- monitoring the school's system for ensuring that children on the SEN register, have a high profile in the classroom (see section below on Individual Education Plans)
- evaluating regularly the impact and effectiveness of all additional interventions for all vulnerable learners (including those with special educational needs)
- meeting **at least** termly with each teacher to review and revise learning objectives for all vulnerable learners in their class who are being tracked on the school's provision map (school managers will guarantee planning and preparation time for teachers and Inclusion Manager to ensure that these meetings occur).

- liaising and consulting sensitively with parents and families of pupils on the SEN list, keeping them informed of progress and listening to their views of progress, in conjunction with class teachers
- attending area Inclusion Manager network meetings and training as appropriate.
- liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for vulnerable learners, including those with Special Educational Needs (nationally, locally and within school)
- liaising closely with a range of outside agencies to support vulnerable learners.

In accordance with the SEN code of practice (section 6.85) the SENCo has the National Award in Special Educational Needs Co-ordination.

English as an Additional Language (EAL) Lead

The EAL Lead will oversee the day-to-day operation of this policy in the following ways:

- maintenance of a list of pupils with EAL.
- advising on and co-ordinating provision for children with additional needs relating to ethnic or linguistic proficiency.
- working collaboratively with teachers to plan for and teach children with EAL as part of mainstream teaching practice.
- managing other classroom staff involved in supporting learners with EAL.
- overseeing the initial and on-going assessment records on all children with EAL.
- liaising with parents of EAL children, in conjunction with class teachers, keeping them informed of progress and listening to their views of progress.
- in collaboration with the Inclusion Lead, evaluating regularly the impact and effectiveness of all additional interventions for children with EAL.
- in collaboration with the Inclusion Lead, overseeing the smooth running of transition arrangements and transfer of information for Year 6 pupils with EAL.
- contributing to the in-service training of staff
- supporting the design and delivery of a culturally inclusive curriculum which reflects the ethnic, cultural and linguistic diversity of the school.
- advising on and sourcing bilingual and culturally reflective materials to support children's learning across the curriculum.

- advising on and sourcing interpreters and materials in translation to ensure that bilingual parents have equality of access to essential information.
- liaising with the school's Inclusion Governor, keeping him/her informed of current issues regarding provision for ethnic/linguistic minorities.

Class teacher

- liaising with the Inclusion Lead:
 - which pupils in the class are vulnerable learners
 - which pupils are underachieving and need to have their additional interventions monitored – but do not have special educational needs.
 - which pupils require additional support because of a special educational need and need to go on the school's SEN list. Some of these pupils may require advice/support from an outside professional and, therefore, an Individual Education Plan to address a special educational need (this would include pupils with EHC Plans)
- securing good provision and good outcomes for all groups of vulnerable learners by:
 - providing differentiated teaching and learning opportunities, including differentiated work for EAL pupils which reduces linguistic difficulty whilst maintaining cognitive challenge.
 - ensuring there is adequate opportunity for pupils with special educational needs to working on agreed targets which are genuinely “additional to” or “different from” those normally provided as part of the differentiated curriculum offer and strategies”. (SEN Code of Practice) ensuring effective deployment of resources – including teaching assistant support - to maximise outcomes for all groups of vulnerable learners.

Assessing and Reviewing pupils' progress and the effectiveness of our educational provision for pupils with Special Educational Needs

Depending upon the stage of support as outlined above, the progress of our pupils will be assessed and reviewed through:

- The school's generic processes for tracking the progress of all pupils.
- Half termly evaluation of the effectiveness of interventions on provision grids (in relation to the progress of each pupil)
- At least half termly evaluation of whether pupils in receipt of High Needs Funding and/or with Education Health and Care Plans are meeting their individual targets which have been written to address their underlying special educational need.

- Annual review of Education Health and Care Plans are prescribed in the SEND Code of Practice.
- Parent Consultation Evenings, twice yearly
- Termly review of SEN provision grids

SEN INFORMATION REPORT:

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

- As an inclusive school, we do everything we can to ensure that pupils of all abilities and needs are fully included in the life of the school.
- Where appropriate and legitimate, we endeavour to provide different ways for all learners to access the same learning experience, rather than withdrawing pupils and providing an entirely different activity.
- Our deployment of additional staffing and resources funded from our devolved additional needs budget through the Local Offer, ensure that all curriculum experiences are available to all pupils in the school (eg educational visits, extra-curricular activities), particularly where a voluntary financial contribution from parents is required for the activity to run. This is in compliance with the Equality Act 2010.
- All lesson planning seeks to address the learning needs of all pupils in the class. Teachers receive regular training and support to ensure they are skilled in differentiating the curriculum for vulnerable learners. When subject coordinators monitor planning, work and progress data and when they or senior leaders carry out observations of teaching and learning in classrooms, particular attention is given to whether the ongoing learning offer is inclusive.
- Pupils are encouraged to analyse how they themselves learn and there is an ongoing dialogue about this in our classrooms. Pupils are given the opportunity and support to develop self-help strategies to ensure their full access to the curriculum.

SEN INFORMATION REPORT:

Support for improving emotional and social development, including extra pastoral arrangements for listening to the views of children and young people with SEN and measures to prevent bullying.

The name and contact details of the Family Support Worker:

Charlotte of Reilly 01604 493384 charlotteoreilly@throplandsprimary.net

The school prides itself on its pastoral care and the levels of communication between school and parents/carers who will always be contacted if there is a reason for concern or their child is ill. In order to achieve this the school has in place:

- A Family Support Worker (FSW) who liaises with parents and outside agencies. The FSW will also provide on-site help and advice for children who need pastoral care over and above what is provided within class. This can be needed for a wide variety of reasons.
- The FSW will act as an advocate for pupils who need additional support; ensuring that views and feelings are understood. The FSW will speak on behalf of a pupil, if needed, expressing their views
- A Nurture Group is available for children who require additional support with their SEMH development.
- The school has a Breakfast Club available daily between 7.45 and 8.40 a.m. where pupils are encouraged to share a social eating and recreational time.
- Each class undertakes once weekly Personal Social and Health Education lessons which address social and emotional curriculum as well as providing Skills for Life.
- Anti- bullying lessons are included in the PHSE curriculum as well as being addressed in Key Stage assemblies and the school's participation in Anti-Bullying Week, usually in November of each year.
- The school has an Anti-Bullying Policy that all staff adhere to.

SEN INFORMATION REPORT:

Information about the expertise and training of staff in relation to children and young people with special educational needs and about how specialist expertise will be secured.

- The Inclusion Lead, will regularly attend local network meetings for SEN, LAC and EAL.
- All staff will be trained in how to best support all vulnerable learners in order to maximise their achievement as part of the school development plan and annual schedule of

continuous professional development. Specific training needs will be identified and met through the appraisal/performance management process.

- Specialist advice and expertise in relation to assessment and support of individual pupils will be commissioned by the school from the open market, accessing, as far as possible, services available as part of the Local Offer. Service level agreements and quality assurance criteria will be put in place at the point of commissioning and the co-headteachers and senior leaders will be responsible for reporting to governors on the efficacy of these arrangements (including value for money). Our school will, wherever possible, join with other schools in joint commissioning and quality assurance arrangements.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised to ensure our school employs staff of the highest calibre.

SEN INFORMATION REPORT:

Information about how facilities and equipment to support children with SEN will be secured .

- When specialist equipment or a high level of staffing support is required to support a pupil with special educational needs, our school will fund this as additional SEN support up to £6,000 per annum for each individual pupil. Thereafter, if the cost is higher and the provision of these facilities is likely to be prolonged, the school will apply to the Local Authority for High Needs Block Funding.
- Specialist equipment and expertise in relation to its use will be purchased/hired/commissioned by the school from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our school will, wherever possible, join with other schools in joint purchasing/hire of equipment.
- All staffing appointments to support vulnerable learners will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

SEN INFORMATION REPORT:

Arrangements for consulting parents of children with special educational needs and involving them in their education.

Arrangements for consulting with children with SEN and involving them in their education.

Partnership with Parents/Carers

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The school aims to work in partnership with parents and carers. We do so by:

- working effectively with all other agencies supporting children and their parents
- giving parents and carers opportunities to play an active and valued role in their child's education
- making parents and carers feel welcome
- encouraging parents and carers to inform school of any difficulties they perceive their child may be having or other needs the child may have which need addressing
- instilling confidence that the school will listen and act appropriately
- focusing on the child's strengths as well as areas of additional need
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child
- agreeing targets for all pupils, in particular, those not making expected progress and, for some pupils identified as having special educational needs, involving parents in the drawing-up and monitoring progress against these targets
- keeping parents and carers informed and giving support during assessment and any related decision-making process
- making parents and carers aware of the Parent Partnership services available as part of the Local Offer.
- providing all information in an accessible way, including, where necessary, translated information for parents with English as an Additional Language.

Involvement of Pupils

We recognise that all pupils have the right to be involved in making decisions and exercising choice. In most lessons, all pupils are involved in monitoring and reviewing their progress through the use of layered targets.

We endeavour to fully involve all pupils by encouraging them to:

- state their views about their education and learning
- identify their own needs and learn about learning

- share in individual target setting across the curriculum **so that they know what their targets are and why they have them**
- self-review their progress and set new targets
- (for some pupils with special educational needs) monitor their success at achieving the targets on their EHCP.

SEN INFORMATION REPORT:

How our 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 special educational needs and supporting their families

Our school will identify sources of support as they develop and evolve as the Local Offer is defined through Education, Health and Social Care (including the establishment of joint commissioning arrangements).

- We seek to respond quickly to emerging need and work closely with other agencies including:
 - EHA team
 - CAMHS
 - Educational Psychology Service
 - Northamptonshire Parent Partnership Service
 - NCC Sensory Impairment team
 - Local NHS services
 - Targeted Prevention Team
 - Education Entitlement Service
 - Early Years SEN support service (Inc Portage team)
 - Multi-agency safeguarding hub
 - Specialist educational teachers
- In accordance with the SEND Code of practice 2014 we invite all relevant agencies to annual review meetings, transition meetings and specific provision planning meetings involving pupils with special educational needs in our school. For pupils with Education, Health and Care Plans, we comply fully with requests from independent facilitators to provide information and cooperate fully with other agencies.

- Often at the request of families, we liaise with voluntary bodies in order to be as familiar as possible with best practice when the special educational needs of a pupil are very specific (eg autism, visual impairment, dyslexia etc).
- We have a clear point of contact within the school who will coordinate the support from outside agencies for each pupil. Most often this will be the Inclusion Manager or Designated Teacher for LAC, but in some cases it can be another member of staff who we have identified as a key worker.

SEN INFORMATION REPORT

Arrangements for supporting children and young people in moving between phases of education and preparing for adulthood (effective transition)

- We will ensure smooth transition into our school from the previous phase of education and from our school into the next phase of education.
- We will ensure early and timely planning for transfer to a pupil's next phase of education and, in the year before the year in which they leave, will offer transition meetings to all pupils in receipt of Additional SEN support and all those with EHCP's. Pupils with Education Health and Care Plans will have next phase destinations and transition arrangements discussed at plan review meetings convened by the plan coordinator.
- A transition timeline will be produced, with specific responsibilities identified.
- Support for the pupil with moving on will be carefully planned and will include familiarisation visits. Pupils will be included in all "class transition days" to the next phase but may also be offered additional transition visits.
- Pupils and parents will be encouraged to consider all options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- Parents will be given a reliable named contact at the next phase provider with whom the Inclusion Lead will liaise.

Admission Arrangements

No child will be refused admission to school on the basis of his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children, and we will take all reasonable steps to provide effective educational provision (*see Admission policy for the school, as agreed with the Local Authority*)

SEN INFORMATION REPORT

Arrangements made by the Governing Body or the proprietor relating to the treatment of complaints from parents of pupils with special educational needs concerning the provision made at school.

Complaints

If there are any complaints relating to the provision for children with SEN or EAL these will be dealt with in the first instance by the class teacher and Inclusion Lead, then, if unresolved, by head teacher. The governor with specific responsibility for SEN/inclusion may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the general Governors' complaints procedure (see separate Complaints Policy)

SEN INFORMATION REPORT

Contact details of support services for the parents of pupils with special educational needs, including those for arrangements made in accordance with clause 32.

(Please refer to our school's Safeguarding Policy for details of how we access the EHA team and Multi-Agency Safeguarding Hub)

Information in where the local authority's local offer is published.

[Local Offer | West Northamptonshire Council \(westnorthants.gov.uk\)](http://www.westnorthants.gov.uk)

Links with Other Services

Effective working links will also be maintained with:

Educational Psychology Service: Contact Number : 01604 630082

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/sen/EP/Pages/default.aspx>

Education Entitlement Team: Contact number : 0300 126 1000

<http://www.northamptonshire.gov.uk/en/councilservices/EducationandLearning/Parents/Pages/Education-Entitlement-Service.aspx>

Parent Partnership Service : Contact Number : 01604 636111 <http://www.npps.info/>

Virtual School for Looked After Children : Contact number : 0300 126 1000

<http://www.northamptonshire.gov.uk/en/councilservices/children/virtual-school/Pages/default.aspx>

Primary Behaviour Outreach Support (Kings Meadow Team or Maplefields Team): Contact numbers Kings Meadow 01604 773730. Maplefields 01536 409040

(See Local Offer website link below for contact details in relation to Targeted Funding Applications and Education Health and Care Plans)

Inclusion of pupils with English as an additional language

Definition

A pupil who has English as an Additional Language is a pupil whose first language is not English, and who uses that language on a regular basis inside or outside of school. EAL pupils are not considered to have a Special Educational Need, but are seen to benefit from the ability to live and learn in more than one language.

Ethos

We strive to recognise, welcome and celebrate linguistic and cultural diversity and have a high expectation of all pupils regardless of ethnic, cultural or linguistic heritage. We aim to include all pupils and parents in our school by respecting that diversity and reflecting it in our school environment, curriculum, learning resources and partnership with parents. We welcome the enrichment that linguistic and cultural diversity brings to our school community.

The routine and prolonged withdrawal from mainstream of children with EAL is not recognised as good practice and does not promote rapid language acquisition. Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.

Admissions

No pupil will be refused admission on the basis of ethnicity or EAL. Pupils who have EAL will be admitted under the same criteria as any other pupil applying for a school place. Where parents do not speak English, we endeavour to provide oral and written information and help in first language which will facilitate the admission process and provide key information about our school. On admission, the pupil will have access to a welcome and induction programme which recognises their linguistic needs and provides a safe and secure start to their learning.

Provision

Pupils with EAL will have full access to mainstream provision regardless of their proficiency in English. Where necessary, additional support will be given to improve acquisition of English: this will be provided through Wave 1 and, where appropriate, Wave 2 teaching.

The following provision can be expected:

- pupils will be placed in groupings which match their academic ability. Pupils will not be placed with SEN pupils unless SEN is indicated.
- Work in class will be differentiated for the pupils to lessen linguistic difficulties without significantly reducing academic challenge.
- Additional support for pupils may be given through: first language resources & translation facilities; teaching support on a 1:1 or small group basis, peer group support; pre-teaching of key concepts and vocabulary.

- Where necessary, catch-up work will be provided for pupils arriving from overseas who have experienced a different curriculum or who may have gaps in their schooling. Where pupils are ahead of their peer group in terms of learning, differentiation will be made in order to access learning at an appropriate level.
- Progress of EAL pupils will be monitored through termly pupil progress meetings. Where accelerated progress in English is needed for reasons of EAL, targets will be set and provision made on agreement between the class teacher and the Inclusion Lead. Provision will be recorded and monitored for effectiveness using the school's intervention grids, in line with standard practice for all vulnerable learners in the school. The pupil will not be placed on the SEN register for reasons of EAL.

Parental support

We recognise that some parents who are learning English may find it difficult to communicate with the school and approach the school regarding any concerns they may have on their child's progress. We endeavour to fully include EAL parents in the life of the school by, wherever possible, providing interpreting facilities at parents' evenings and other school meetings and by providing key school information in translated format.

Inclusion of pupils who are Looked After in Local Authority Care

Our school recognises that:

- Children who are looked after in local authority care have the same rights as all children but may have additional needs due to attachment issues, early neglect, separation and loss, trauma and many placement moves. These barriers to learning can affect their educational outcomes and their personal, social and emotional development.
- There are commonly understood reasons (Social Exclusion Unit Report :2003] why children who are looked after in local authority care often fail to make expected progress at school:
 - Placement instability
 - Unsatisfactory educational experiences of many carers
 - Too much time out of school
 - Insufficient help if they fall behind
 - Unmet needs - emotional, mental, physical
- There is a statutory requirement for all schools to have a designated teacher (DT) for looked after children. The responsibilities of our designated teacher include:
 - monitoring the progress of children who are 'looked after' to ensure that they have the best life chances possible and access to the full range of opportunities in school
 - ensuring that children who are 'looked after' have access to the appropriate network of support

- checking that the statutory Personal Education Plan (PEP) has been arranged and that it is regularly reviewed, at least every six months
- ensuring that information concerning the education of children who are 'looked after' is transferred between agencies and individuals
- preparing a report on the child's educational progress to contribute towards the statutory review. (These are usually held at six monthly intervals or more frequently if there is a concern)
- discussing feedback from the statutory review (chaired by the Independent Reviewing Officer) with social workers and, where necessary, the carers and a member of the Virtual School team.
- liaising with the child's social worker to ensure that there is effective communication at all times
- celebrating the child's successes and acknowledge the progress they are making.
- Our school will work closely with the county's The Virtual School (VS) for Children which promotes the educational needs of Looked After Children and monitors admissions, PEP completion, attendance & exclusions.