



**Fenstanton and Hilton Primary School**

# **SEND INFORMATION REPORT**

## **2021**

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## **SEND Information Report**

At Fenstanton and Hilton Primary School, we provide an inclusive curriculum appropriate for all our children. We believe that every teacher is a teacher of every child or young person including those with Special Educational Needs and Disabilities (SEND), that SEND is a whole school priority and that the principle of inclusion extends to society as a whole and is the responsibility of all pupils, parents, governors, staff and the wider community.

Inclusion can be defined as attitudes and methods that ensure all learners can access mainstream education – it covers SEND, community cohesion, Gifted and talented and English as an additional language (EAL).

We use our best endeavours to secure special educational provision for pupils for whom this is required, that is 'additional to and different from' that provided within the differentiated curriculum to better respond to the four areas of need identified in the new Code of Practice (September 2015).

Please refer to the school's Inclusion and SEND policy for further information.

### **What are special educational needs?**

A child or young person has special educational needs if he or she has a learning difficulty or disability, which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England. Health care provision or social care provision which educates or trains a child or young person is to be treated as special educational provision (Code of Practice 2015).

#### **1.1 The kinds of SEN that are provided for:**

Special educational needs and provision can be considered as falling under four broad areas as outlined in the SEND Code of Practice (2015).

- 1. Communication and Interaction**, for example autistic spectrum disorder, Asperger's Syndrome, speech and language difficulties
- 2. Cognition and Learning**, for example dyslexia, dyspraxia
- 3. Social, emotional and mental health difficulties**, for example attention deficit hyperactivity disorder (ADHD)
- 4. Sensory and/or physical**, for example visual impairments, hearing impairments, processing difficulties, epilepsy

#### **1.2 Identifying pupils with SEN and assessing their needs:**

We 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.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN.

We use a graduated approach to support identifying and assessing pupils' needs.

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. If a pupil is considered to have SEND they will be added to the school's SEND register and an individual Assess, Plan, Do, Review Plan (ADPR) will be written for them.

### **1.3 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 given to their parents.

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

### **1.4 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 SENCO 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 and 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

**Assess** – This involves taking into consideration all the information from: discussion with parent(s) or carer(s), the child, their school SEND records, the teacher's observations, any SEND observations/concern forms and assessments.

**Plan** – Every pupil with SEND will have an individual APDR, where we will set SMART, small step targets to address the most urgent gaps in a child's progress/attainment. Barriers to learning and intended outcomes will be considered when detailing how the pupil will be supported to meet their targets.

**Do** – Providing the support – extra assistance for learning and details of any equipment or adjustments that are required within the learning environment will be highlighted on a pupil's APDR.

**Review** – All ADPRs will be reviewed regularly, with parent(s)/carer(s), class teacher and pupil. Next steps will be informed by this review.

All teachers and support staff who work with the pupil will be made aware of their needs, the outcomes sought, the support provided, and any teaching strategies or approaches that are required. We will regularly review the effectiveness of the support and interventions and their impact on the pupil's progress.

### **1.5 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.

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

#### **If your child is joining us from another school/pre-school:**

- The SENCo will make contact with the previous SENCo and if appropriate, attend Family Support Plan meetings and annual reviews for children before they start their new school.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made for them with information about their current placement and their new school.
- Your child will be able to visit the school before they start.
- Parents / carers will be invited to attend an information meeting.
- You may be given the opportunity for additional visits where appropriate to help prepare your child for their move to Primary School.

#### **If your child is moving to another school:**

- We will contact the school's SENCo and ensure he/she knows about any special arrangements or support that need to be made for your child.
- We will make sure that all records about your child are passed on as soon as possible.
- If your child would be helped by a transition book/passport to support them in understanding moving on, then one will be made for them.

#### **When moving classes within the school:**

- Information will be passed on to the new class teacher in advance and in most cases a planning meeting will take place with the new teacher. ADPRs will be shared with the next teacher.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made for them.
- Your child may participate in a transition group or be able to visit the new class more frequently where appropriate, to prepare them for the move.

#### **In Year 6:**

- The SENCo and class teacher will discuss the specific transition needs of your child with the SENCo of your child's secondary school. Where appropriate, a transition review meeting will be held, to which you will be invited will take place with the SENCo from the new school.
- Where possible, your child will visit their new school on several occasions, and in some cases staff from the new school will visit your child in here at Fenstanton and Hilton Primary School.
- If your child would be helped by a book/passport to support them in understanding moving on, then one will be made for them.

### **1.6 Our approach to teaching pupils with SEN**

#### **A Graduated Approach to SEND Support**

We use the graduated response to providing support for children with SEND is an approach which is recommended by the Code of Practice (2015) under the Education Act (1993) as adopted by Cambridgeshire Local Authority. This is an outline of those graduated response steps:

- Quality First Teaching within the classroom, including normal differentiation and universal services.
- SEND support
- Statutory Assessment

- Education, Health, Care Plan (EHCP)

### **Quality First Teaching**

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 SEN. This will be differentiated for individual pupils.

For pupils this would mean:

- That the teacher has the highest possible expectations for all pupils in their class.
- That all teaching builds on what pupils already knows, can do and can understand.
- That different ways of teaching are in place, so that all pupils are fully involved in learning in class. This may involve things like using more practical resources to support learning.
- That specific strategies are identified for in-class support are in place to support pupils to learn (which may be suggested by the SENCo are in place to support pupils to learn.
- Teachers will monitor pupils' progress and identify gaps in pupil's understanding/learning in order to provide additional support to help them make the best possible progress.
- Teachers will discuss all children's progress at termly pupil progress meetings with the Senior Leadership Team (SLT) and consider next steps to support their learning.
- Using the Assess-Plan-Do Review cycle, we will monitor all children's progress. If over time, pupils do not make expected progress, we will contact parents to inform and share information about the additional provision/s.
- If a class teacher has any concerns about pupils' progress over time, they monitor the outcomes of the additional support put in place by using the Assess, Plan, Do, Review (APDR) before gaining further advice from the SENCo.

### **SEND Support**

If the initial and appropriate differentiation has not led to adequate progress then the graduated response may include:

- The SENCo advising the class teacher, who remains responsible for planning and recording within the classroom setting, regarding an appropriate intervention or strategies that will support pupils' learning. See the school's Provision Map.
- An APDR Plan will be written for the pupil.

**Assess** – This involves taking into consideration all the information from: discussion with parent(s) or carer(s), the child, their school SEND records, the teacher's observations, any SEND observations/concern forms and assessments.

**Plan** – Every pupil with SEND will have an individual APDR, where we will set SMART, and small step targets to address the most urgent gaps in a child's progress/attainment. Barriers to learning and intended outcomes will be considered when detailing how the pupil will be supported to meet their targets.

**Do** – Providing the support – extra assistance for learning and details of any equipment or adjustments that are required within the learning environment will be highlighted on a pupil's APDR.

**Review** – All ADPRs will be reviewed regularly, with parent(s)/carer(s), class teacher and pupil. Next steps will be informed by this review.

- Parental and pupil participation will be actively encouraged to promote working in partnership to support the needs of pupils.
- The SENCo may draw on the advice/assessment of outside specialists if pupils' needs meet the threshold for accessing their services and consider a range of different teaching strategies/approaches and resources. The

Early Help Assessment (EHA) may be jointly completed with parents as part of the referral process to document a holistic picture of individual pupils. We will only share this information with outside agencies that parents have given permission for. As a result of this, there may be an additional support plan written individual pupils that will be reviewed in regular Team around the Family (TAF) meetings.

- The SENCo may involve outside specialists in the review process of in class strategies and interventions however, the embedding of these remains the responsibility of the class teacher.
- Care Plans will be devised for individual children who have multiple medical needs. This will be done in consultation with parents and outside specialists where appropriate.
- The SENCo will consider whether a pupil meets the criteria to justify an application for Statutory Assessment.

### **Statutory Assessment**

This will be considered if the child has not made sufficient progress with responded with provision, as outlined above. The Local Authority (LA) will consider the need for statutory assessment following a request by the child's school and/or by the parent.

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

The LA panel will consider the need for an EHC Plan. If appropriate, an ECH Plan will be drawn up and the provision will be monitored and reviewed regularly as per Code of Practice guidelines.

## **1.7 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 are able to access it, for example, by grouping, teaching style, content of the lesson etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

## **1.8 Additional support for learning**

We have Teaching Assistants who are trained to deliver a range of interventions.

Teaching Assistants will support pupils according to their needs and as directed by class teachers and the Inclusion team, as per the graduated responses above.

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

- Speech and Language Therapy, Occupational Therapy, Paediatricians, SEND Specialist Services, the Sensory Team, the Visual Impairment Service, Teachers of the Deaf, Early Intervention Family workers and Educational psychologists.

## **1.9 Expertise and training of staff**

The SENCo is allocated weekly full-time hours to manage SEN provision across the school. We have a team of teaching assistants, including 4 higher level teaching assistants (HLTAs) who are trained to deliver SEN provision. In the last academic year, staff received in-house and external training to provide them with the relevant skills needed to deliver provision.

## **1.10 Securing equipment and facilities**

Where external advisors recommend the use of equipment or facilities which the school does not have, where possible, the school will purchase items using the notional SEN funding.

### **1.11 Evaluating the effectiveness of SEN provision**

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

- Reviewing pupils' individual progress towards their targets at least once a term
- Regularly reviewing the impact of interventions
- Using pupil questionnaires as appropriate
- Monitoring by the SENCO
- Using provision maps to measure progress
- Holding annual reviews for pupils with EHC plans

### **1.12 Enabling pupils with SEN to engage in activities available to those in the school who do not have SEN**

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

All pupils are encouraged to go on our residential trips

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

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

Any necessary pre-admission arrangements for disabled pupils are discussed and put into place (i.e. plans for administering medicines).

Our behaviour policy ensures that all pupils are treated with respect and fairness.

### **Accessibility**

The Disability Discrimination Act (DDA), as amended by the SEN and Disability Act 2001, places a duty on all schools and Local Authorities to plan to increase over time the accessibility of schools for disabled pupils and to implement their plans. The design of our school has facilities to ensure wheelchair access to all areas: wide doorways, classrooms on one level, appropriate chair and table heights. Accessible toilet facilities are available. Where training in the use of equipment is required, this will be accessed from the appropriate agencies. The modification for disabled access is an ongoing process and if more facilities are needed to meet the needs of pupils then funding and advice would be sought as soon as possible. Please refer to our Federation's accessibility plan on the website.

### **1.13 Support for improving emotional and social development**

At Fenstanton and Hilton Primary School, we understand that an important feature of the school is to enable all children to develop emotional resilience and social skills, both indirectly and through direct teaching.

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

- We use PSHE and SEAL lessons to deliver appropriate lessons to promote inclusion and diversity
- We provide pupils with emotional support through a range of appropriate interventions such as: play therapy; 'Socially Speaking'; 'Time to Talk'.
- For pupils with the most need for help in this area, we may also provide an Early Help referral or a referral for Play Therapy
- Our Family Partnership Workers are available to support pupils and families
- Pupils with SEN are encouraged to be part of the school council
- Pupils with SEN are also encouraged to be part of after school clubs organised by outside agencies to promote teamwork/building friendships etc.
- We have a zero tolerance approach to bullying – please refer to our Anti-Bullying policy on the website

### **1.14 Working with other agencies**

We work closely with our link practitioner in accessing the local offer. In addition to this, we work closely with external agencies. This is to ensure that we provide all pupils and families with SEN, the correct level of support

and we make reasonable adjustments for pupils to access the curriculum as well as any extra-curricular provision.

### **1.15 Complaints about SEN provision**

Pupils, staff and parents / carers are expected to listen carefully and respectfully to each other. Where an issue arises, you should, in the first instance, make an appointment to speak with your child's class teacher and seek to resolve any concerns. If you believe that your concern has not been resolved to your satisfaction or if it is of a more serious or sensitive nature, an appointment should be made to see the SENCo or Head teacher, who will look into the concerns. Where an issue is not satisfactorily resolved, you should then take up the matter with the Chair of Governors. A copy of the school's Complaints Procedure is available on request.

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:

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

### **1.16 Contact details of support services for parents of pupils with SEN**

All parents are sign-posted to the local offer and are made aware of SENDIASS support

### **1.17 Contact details for raising concerns**

Parents/ carers are sign-posted to the Complaints Policy on our website.

### **1.18 The local authority local offer**

Our local authority's local offer is published here:

<https://www.cambridgeshire.gov.uk/residents/childrenand-families/local-offer/about-cambridgeshire-s-local-offer/>

## **2. Monitoring Arrangements**

This information report will be reviewed by the SENCO every year. It will also be updated if any changes to the information are made during the year. It will be approved by the governing board.

## **3. Links with other documents and policies**

This information report links to our policies on:

- SEND and Inclusion Policy
- Accessibility plan
- Behaviour policy
- Equality information and objectives
- Supporting pupils with medical conditions