

## Special Educational Needs and Disability (SEND) Policy

This policy has undergone an Equalities Impact Assessment in line with the requirements of the Public Sector Equality Duty

Committee:	Achievement Committee
Policy Ratified:	November 2025
Review Date:	November 2026

Additional School Procedure	
Committee:	
Procedure Adopted:	
Review Date:	

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## 1. Our Vision

**Our vision is one where we encompass the ‘whole child’ providing all children with the opportunities to thrive and fulfil their potential.**

**This will be achieved through:**

- Inclusion in all aspects of school life
- CLP schools providing high-quality teaching and learning and provision.
- Working effectively with families and the wider community.
- Being aspirational and building on the knowledge children need for their future lives.
- Our Multi-Academy Trust values of Serve, Inspire, and Empower alongside school values.

## 2. Legal Framework

2.1 This policy has due regard to all relevant legislation and statutory and non-statutory guidance

2.2 This policy operates in conjunction with the following Trust-wide policies:

- Data Protection Policy
- Safeguarding & Child Protection Policy
- Complaints Policy & Procedure
- Admissions Policy
- Behaviour and Exclusions policy
- First Aid and Medical Conditions and Managing Medication
- Public Sector Equality Duty Policy
- Pupil Attendance Policy

2.3 This policy operates in conjunction with the following Individual school policies:

- Behaviour Policy

## 3. Statement of Intent

3.1. The Special Educational Needs and Disabilities (SEND) Policy aims to:

- Set out how CLP will support and make provision for pupils with SEND in line with the Special Educational Needs Code of Practice (2015);
- The policy in accordance with The Equality Act (2010) and Part 3 of the Children’s and Families Act (2014) that sets out schools’ responsibilities for pupils with SEN and disabilities, The Special Educational Needs and Disabilities Regulations (2014) which sets out schools’ responsibilities for education, health and care (EHC plans, SEND Coordinators and the SEN information report;
- Uphold the principles of the United Nations Convention on the Rights of the Child (UNCRC, 1989), ensuring that:
  - All children have the right to education without discrimination (Article 2);
  - The best interests of the child are a primary consideration (Article 3);
  - Children have the right to express their views and be heard in matters affecting them (Article 12);
  - Children with disabilities have the right to special care and support to live a full and dignified life (Article 23);

- Education must be directed to the development of the child’s personality, talents, and abilities to their fullest potential (Article 29).
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND.

3.2. This policy sets out the framework for schools within CLP to fulfil their statutory duties and uphold core equality principles by delivering high-quality education for all pupils, including those with SEND. It outlines the commitment to identifying and meeting the needs of pupils with SEND to ensure inclusive and effective provision.

3.3. CLP believes that meeting the needs of every pupil is a shared responsibility. Staff are committed to recognising each pupil as an individual while fostering a strong sense of belonging within the wider school community. CLP is dedicated to delivering an inclusive curriculum that supports the best possible progress for all pupils, regardless of their needs or abilities. Through the effective implementation of this policy, CLP schools aim to:

Promote inclusion in all aspects of the school community;

- Deliver high-quality teaching, learning, and provision where all teachers are equipped to support pupils with special educational needs. Ensure that learning is appropriately adapted so every pupil can access an aspirational, broad, and balanced curriculum that prepares them for lifelong learning.
- To promote high expectations for all from a pupils’ starting point;
- Eliminate discrimination;
- Promote equal opportunities;
- Foster good relationships between pupils’ families and outside agencies.

3.4. CLP schools recognise that:

- Each pupil is an individual with their own particular educational needs;
- All pupils have the right to a broad and balanced curriculum, adapted to reflect their needs and with regard to continuity and progression;
- Learning experiences are designed to reflect pupils’ starting points and address gaps in knowledge. They promote high expectations, foster self-motivation and independence, and focus on celebrating positive achievement;
- Every effort should be made to minimise the risk of pupils with special educational needs being ‘labelled’ or excluded rather than included. Wherever possible, pupils with SEND will learn alongside their peers, supported by reasonable adjustments to ensure full inclusion. However, there may be occasions when pupils are withdrawn for specialist teaching. CLP schools strive to ensure that this is a positive experience and seen as a natural part of their educational journey.
- The nature of the pupil’s SEND might be long or short-term, and in one or more areas;
- The provision made by CLP schools is a process that is strongly rooted in partnership with parents/carers;
- There should be a focus on pupils’ opportunities beyond the school environment.
- For all pupils we build on our CLP values of: Serve, Inspire and Empower alongside each individual CLP schools’ values.

3.5. CLP schools will work with the LA, or equivalent, within the following principles, which underpin this policy:

- The involvement of pupils and their parents/carers in decision-making.

- To ensure that all pupils with SEND have their needs identified to support academic progress, good physical and mental health, and well-being;
- Collaboration between education, health, and social care services to provide support;
- High-quality provision to meet the needs of pupils with SEND;
- Opportunities to discuss choice and control for pupils and their parents/carers over their support;
- Successful preparation for adulthood, including independent living and employment;
- To ensure that every child is protected from harm and neglect and that every effort is made to enable them to learn and grow independently.

#### 4. Definition of Special Educational Needs

4.1. *“A child has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age has a learning difficulty or disability if they:*

- *have a significantly greater difficulty in learning than the majority of others of the same age, or*
- *have 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” (SEND Code of Practice for 0 – 25 years, DfE, June 2015)*

4.2. A pupil has special educational needs if they have a learning need that calls for special educational provision to be made. A child will not be identified as requiring special educational needs solely on the basis that they use English as an additional language.

4.3. A pupil has special educational needs if they have a disability which prevents or hinders them from accessing education and therefore requires special educational provision. Special educational provision means, for a child of two or over, educational provision which is additional to, or otherwise different from, that educational provision made generally for children of the child’s age in maintained schools, other than special schools, in the area. (Education Act 1996, Section 312).

4.4. Under the Equality Act 2010, a disability is a physical or mental impairment that has a long-term and substantial adverse effect on a person’s ability to carry out normal day-to-day activities. Not all pupils with disabilities have SEN and not all pupils with SEN meet the definition of disability, however, this policy covers all of these pupils.

4.5. CLP schools will review how well-equipped they are to provide support across the four broad areas of need as outlined in the SEN Code of Practice:

- Communication and interaction;
- Cognition and learning;
- Social, emotional, and mental health difficulties;
- Sensory and physical needs.

(Appendix 3 outlines the four broad areas of need)

## 5. Roles and Responsibilities

5.1. **The Trust Board** determines the Partnership's general policy and approach for the education of children with SEND as detailed in the SEND Code of Practice. The Trust Board makes strategic decisions on the allocation of Partnership resources by understanding the impact of provision for pupils with SEND.

### 5.2. The Appointed Trustee for SEND

- Takes a lead role in SEND governance, acquire a working knowledge of the Partnership's overall SEND arrangements and effectiveness.
- Provides support and challenge which contributes to the continued strengthening of the Partnership's overall SEND culture and inclusion.
- Reports to the Trust Board, providing assurances of the Partnership's compliance with its statutory requirements and its ongoing improvement.

(See Appendix 1 for key responsibilities)

5.3. **The Local Governing Body** is responsible for holding school leaders to account for implementing the Partnership's policy and ensuring compliance with statutory duties.

5.4. **The Appointed Local Governor for SEND** should understand how SEND Policies and Procedures are working at the school by exploring:

- How the school makes decisions through special education provision;
- What training and development has been provided to the appointed SENDCo;
- What information is published on the website;
- Report back to the local governing body and ensure local governors are up to date;
- Liaise with the appointed trustee for SEND.

(See Appendix 2 for key responsibilities)

5.5. **The Headteacher** has responsibility for the day-to-day management of all aspects of the school, including the provision for children with SEND.

This includes, but is not limited to:

- Working with the SENDCo to publish the annual SEND Information Report;
- Report on SEND provision in the school, and determine strategic development;
- Ensure statutory duties are upheld and that the SEND policy is implemented effectively
- Have overall responsibility for the provision and progress of pupils with SEND;
- Work alongside other CLP schools to ensure excellence for all pupils with SEND – enabling SENDCos to work collaboratively together.
- Work effectively with parents/carers and outside agencies to achieve the best outcomes for pupils with SEND.

School leaders are responsible for directing the use of funds allocated by the Partnership and the local authority for those with an EHCP to meet the needs of pupils with SEND.

5.6. **The SENDCo** is the member of staff designated to coordinate the provision for pupils with SEND. They should act as champions for inclusion, the SENDCo role includes, but is not limited to:

## **Statutory Duties**

- Ensure compliance in line with the Children and Families Act (C&FA2014), Equality Act (2010) and Code of Practice (2015);
- Lead on statutory duties relating to Education Health Care Plans;
- Complete an annual SEND Information Report to be published on the school's website (SEND Information Report Checklist Appendix 6);
- Ensure all documentation is maintained in line with school processes and statutory duties;
- Work with the headteacher and school governors to ensure the school meets its responsibilities under the Equality Act (2010) regarding reasonable adjustments and access arrangements.

## **Strategic Leadership**

- Contribute to the development of SEND provision across the school including where the school has a preschool ensuring legal obligations are met;
- Review the SEND register termly and update this, accordingly, notifying parents/carers of any changes
- Implement the Partnership's SEND policy at the local level;  
Promote and ensure the implementation of agreed SEND processes for documentation, record keeping and the graduated response
- Ensure the CLP universal offer is consistently implemented across the school, providing high-quality, inclusive teaching and adaptive learning environments that meet the needs of all pupils, including those with SEND.
- Co-ordinate and monitor provision to support individual pupils with SEND, including those who have EHC plans;
- Advise on the deployment of the pre-school's/schools delegated budget and other resources to meet pupil's needs effectively. Be aware of provision in the Local Offer and work with professionals to provide support to families and ensure pupils with SEND receive appropriate support and high-quality teaching;
- Ensure the records of pupils with SEND are kept up to date;
- Liaise with providers of education to ensure pupils and their parents/carers are informed about options and a smooth transition is planned;
- Evaluate the impact of provision;
- Have oversight of attendance of pupils with SEND; and support with barriers to attendance in line with parents/carers and outside agencies;
- Responsible for ensuring that any part-time timetable implemented for pupils with SEND are appropriate, time-limited, and regularly reviewed. Work with staff, parents/carers, and external agencies to ensure the arrangement supports the pupil's needs and complies with statutory guidance, safeguarding, and inclusive practice.
- Oversee the educational and welfare arrangements for pupils with SEND placed in alternative provision. This includes ensuring the provision is suitable, monitoring progress, attendance and well-being, maintaining regular communication with the provider, and coordinating support to meet the pupil's individual needs.
- Complete the SEND audit tool on an annual basis and keep it under review;
- Meet with and report to the Local Governor for SEND;
- Provide professional guidance to colleagues and work closely with staff, parents/carers, and other agencies;
- Deliver training and professional development for SEND.
- Report to the LGB on a termly basis; (exemplar template can be found in Appendix 7)
- For CLP schools with preschools/nursery to check pupils have undergone their 2-year progress check in line with the Healthy Child Program and implement relevant actions and next steps

- Apply for Special Educational Needs Inclusion Funding (SENIF) to support children with emerging or identified SEND needs. Apply for additional funding where a child has more complex needs, subject to local authority criteria and parental consent.
- Apply for or explore eligibility for Disability Access Fund (DAF) for 3- and 4-year-olds in receipt of Disability Living Allowance (DLA),
- Work in partnership with parents/carers and the local authority to ensure transparency and shared decision-making in funding applications.

### **Teaching and Learning**

- Provide professional guidance to colleagues and work closely with staff in meeting the needs of pupils with SEND;
- Advise on the graduated approach to providing SEND support;
- Support teachers to develop highly inclusive teaching across the curriculum in line with CLPs universal support and teaching standards.

### **Working with stakeholders**

- Liaise with other schools, educational support services and outside agencies;
- Coordinate provision and advice from outside agencies;
- Liaise with parents and encourage equal participation in the education and development of their child;
- Ascertain and consider the views of stakeholders regarding SEND;

### **5.7. Teaching staff**

All teachers are teachers of SEND and are responsible for the provision of inclusive teaching. Teachers are accountable for the outcomes of pupils with SEND and must:

- Be responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff;
- Set high expectations for every pupil, whatever their prior attainment, and promote a culture in which all are valued;
- Promote and plan for the development of communication and language skills, executive function and the acquisition of foundational skills;
- Deliver inclusive teaching, identifying and addressing barriers to learning, and adapting the curriculum to support the progress and engagement of every pupil, in line with the CLP universal offer.
- Use appropriate assessments to set targets that are deliberately ambitious (potential areas of difficulty should be identified and addressed at the outset);
- Plan lessons to address potential areas of difficulty and remove barriers to pupil achievement;
- EYFS teachers will plan an indoor and outdoor environment which is accessible for each child and is responsive to the diversity of individual developmental starting points presented by children and resourced to cover all areas of the EYFS curriculum;
- Encourage all pupils to participate fully, regardless of their disabilities or medical needs.
- Write individual plans in liaison with the school SENDCo;
- Ensure that any additional adults supporting a child with SEND are clear about their roles and responsibilities;
- Inform parents/carer of their child's provision, and progress, involving them in setting and reviewing progress towards key targets;
- Work in partnership with outside agencies and implement recommendations;
- Follow school-specific procedures to identify, assess, plan, and review provision for children

with SEND.

## **6. Monitoring and Evaluation**

School leaders are required to monitor and evaluate the impact of the school's provision for children with SEND

6.1 School leader monitoring should form part of the school's quality assurance activity.

Examples of monitoring activity that might be undertaken are:

- Monitor teaching and learning, curriculum engagement and ensuring curriculum planning and learning has been adapted appropriately;
- Undertaking pupil observations alongside subject leaders;
- Joint monitoring of curriculum subjects;
- Reviewing pupils' individual progress towards their targets and their progress across the curriculum in line with prior attainment;
- Reviewing the impact of targeted provision, including external support;
- Gathering pupil and parent/carer views on SEND within the school.

## **7. Identification, assessment, and review**

7.1 CLP schools are committed to the early identification of special educational needs. This will be completed using the Graduated Response.

7.2 Early identification of need means appropriate support is provided to ensure good progress from a given starting point. This could be academic, social, physical, or emotional. Early identification is a holistic approach, which encompasses the graduated approach which is made up of four stages: assess, plan, do, and review (Appendix 4).

All CLP schools will have a robust and clear approach to meeting the needs of pupils this will include:

- Quality first teaching strategies and adapting or differentiating learning;
- Standardised and holistic benchmark assessments;
- Review and analysis of relevant data;
- Observation and monitoring of pupils;
- Views of parents/carers, teachers, pupils, outside agencies and previous setting;
- Use of medical reports and external observations and assessments;
- Guidance from outside agencies and professionals;
- Implementing support;
- Monitoring and reviewing alongside parents/carers, pupils and outside agencies (where appropriate);
- Guidance on how to raise concerns if a child is thought to have an unidentified need (both teachers and parents/carers).

7.3 When a concern relating to an unidentified need is raised about a pupil, CLP schools should apply the graduated response to review needs prior to placement on the SEND register.

7.4 Following the completion of the graduated response, if it is considered that, a pupil has special educational needs that require support beyond that received as part of normal classroom practice; they will then be placed on the school's SEND Register.

- ✓ The SEND Register must be kept electronically in school and record the child's broad area of need. CLP schools will review this document termly
- ✓ Parents/carers must be notified if their child is placed on or removed from the SEND register;
- ✓ Strategies to support the pupil's special educational needs must be recorded on a support plan (the plan must be based on the 'Assess, Plan, Do, Review' model explained in the Special Educational Needs and Disabilities Code of Practice).

The plan will include information about:

- Short-term targets that have been set for the pupil;
- The provision/intervention that has been put into place;
- Strengths, difficulties and strategies;
- The plan must be reviewed regularly by the teacher and shared with parents/carers.

## 8. Children with Specific Circumstances

**Looked After Children and other care experienced children** are accommodated by, or have been taken into care, by the LA.

- CLP schools recognise care-experienced children may have additional barriers to their learning, and in some cases may require an EHC plan to meet their needs.
- Each CLP school has a designated teacher for looked after children who holds overall responsibility for the progress and educational outcomes of these young people.
- Where that role is carried out by a person other than the SENDCo, designated teacher will work closely with the SENDCo to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

**English as an Additional Language (EAL)** EAL is not considered a SEND area of need on its own. CLP schools must not equate EAL as a learning difficulty.

- CLP schools will give particular care to the identification and assessment of the Special Educational Needs of pupils whose first language is not English;
- CLP schools will consider the pupil within the context of their home, culture, and community.
- Where there is uncertainty about an individual pupil, the school should make full use of any local sources of advice relevant to the language group concerned, drawing on community liaison arrangements wherever they exist.
- CLP schools will consider all aspects of a pupil's performance in different subjects to establish whether the experience in the classroom is due to limitations in their command of English or arise from SEND.

## 9. Education Health Care Plans (EHCP) – Statutory Assessments:

### 9.1 Request for Statutory Assessment

Statutory assessment involves consideration by the LA, working co-operatively with parents/carers, the school, and other agencies (as appropriate), as to whether a statutory assessment of the pupil's special educational needs is necessary. A pupil will be brought to the LA's attention as possibly requiring an assessment through a request by the child's school, from a parent/carer, or a referral by another agency. The Local Authority will consider the case for a

statutory assessment of the pupil's special educational needs and disabilities where the evidence presented to the LA demonstrates that:

- The child or young person has or may have special educational needs ("SEN"); and
- Whether they may need special educational provision to be made through an EHC plan.

This test is set out in the law (section 36(8) of the Children and Families Act 2014). This means these are the only questions the LA should be asking when considering whether to carry out an EHC needs assessment.

## **9.2 Educational Healthcare Needs Assessment (EHCNA) of Special Educational Needs and Disabilities**

Where a request for a statutory assessment made by a CLP school, the parent/carers, or an outside agency has been agreed upon by the LA, notification will be sent to all parties to seek information.

This information provided with the request may include:

- Learning/Support plans for the pupil;
- Records of regular reviews and outcomes;
- The pupil's health, including the child's medical history where relevant;
- Academic attainment including national curriculum expectations;;
- Attendance data;
- Behaviour records and/or risk assessments;
- Educational and other assessments, for example from an advisory specialist support teacher or an Educational Psychologist;
- Evidence generated from the graduated response;
- Views of the parents/carers and the pupil;
- Involvement of other professionals such as health, social services, or education welfare services.

On receipt of the application the Local Authority will decide whether to proceed with the application in line with the two-part test.

The local authority has a total of 20 weeks from the agreement to assess to decide whether to award an Educational Health Care Plan.

## **9.3 An EHCP is a statutory document and must:**

- Provide details of the pupil's strengths, special educational needs and disabilities;
- Specify the special educational provision necessary to meet the pupil's special educational needs and disabilities;
- Identify the type and name of the school where the provision is to be made;
- Include relevant health and social care needs of the pupil;
- Include information on the non-educational provision;
- Indicate outcomes for the child with steps as to how they will be achieved.

All pupils with EHCPs will have targets set for them that will be established after consultation with parents/carers, professionals, and the pupil. EHCPs outline provision in section F that is required to meet the needs of the pupil.

#### **9.4 Annual Review of an Individual Education Health Care Plan**

All EHCPs must be reviewed at least annually, with the parents/carers, the pupil, the LA, the school, and professionals involved, to consider whether any amendments need to be made to the description of the pupil's needs or to the special educational provision specified in the EHCP. The annual review should focus on what the pupil has achieved, as well as on any difficulties that need to be resolved.

#### **9.5 Joint commissioning, planning, and delivery**

CLP schools are committed to ensuring that pupils with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.

CLP schools will work closely with local education, health, and social care services to ensure pupils get the right support.

CLP schools will assist the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).

#### **10. Admissions Arrangements for pupils with SEND.**

10.1 Children where the EHCP names a school must be admitted to that school under the Children and Families Act 2014 and with regard to the SEN Code of Practice. These children will be admitted to the named school, even if it is full, and are therefore outside the normal admission arrangements. As required by the School Admissions Code, these children will, where possible, count towards the PAN.

Admission of children with an EHCP is dealt with by the pupil's home Local Authority (LA) (which is where they reside). In exceptional circumstances, a school may be unable to meet the very specific needs of a child. In an event where the Local Governing Body feels that the school is unable to meet a pupil's needs, this is then referred back to the Local Authority's SEN team.

10.2 Parents or carers seeking the admission of children with accessibility needs are advised to approach the school well in advance so that consultation regarding access arrangements can take place and appropriate actions taken (please refer to each school's Disability and Access Arrangements Policy for more information).

#### **11. Safeguarding and Attendance**

11.1 CLP schools recognise that evidence shows children with SEND are at a greater risk of abuse and maltreatment and will ensure that staff are aware that pupils with SEND:

- Have the potential to be disproportionately impacted by behaviours such as bullying;
- May face additional risks online, e.g., from online bullying, grooming and radicalisation;
- Are at greater risk of abuse, including, but not limited to, neglect and sexual violence or harassment

- 11.2 CLP schools recognise there are additional barriers to recognising abuse and neglect in this group of pupils. These barriers include, though are not limited to, any communication difficulties the pupil may experience, and the common assumption that indicators of possible abuse are related to the pupil's complex needs or disability without further exploration, e.g., peer group isolation, injury, and changes to behaviour and mood.
- 11.3 CLP schools will ensure the school's Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse;
- 11.4 Care will be taken by all staff, particularly those who work closely with pupils with SEND, to notice any injuries or changes in mood and behaviour. When identified, these should be investigated by the Designated Safeguarding Lead in collaboration with the SENDCo.

## **12. Pupils with medical needs and/ or SEND**

CLP understands that some pupils face greater barriers to attendance than their peers. These can include pupils who suffer from long-term medical conditions or who have special educational needs and disabilities. However, their right to an education is the same as any other pupil and therefore our attendance ambition for these pupils is the same as they are for any other pupil. We are mindful of the unique barriers that these pupils may face and are committed to putting support in place where necessary to help them access full-time education.

## **13. Data and Record Keeping**

- 13.1 CLP schools hold data on the levels and types of need within the school. All information must be kept in accordance with the MAT's Data Protection Policy.

## **14. Complaints and SEND Provision**

- 14.1 CLP schools are committed to resolving disagreements between parents/carers and the school.

In carrying out duties, schools aim to:

- Support early resolution of disagreements at the local level;
- Signpost to the CLP Complaints Policy.

- 14.2 Any complaint should be made through Coastal Learning Partnership's Complaints Policy. This document is available via the school or Partnership website.

## **15. Confidentiality**

CLP schools will not disclose any EHCP without the consent of the pupil's parents, except:

- To a SEND tribunal when parents appeal, and to the Secretary of State under the Education Act 1996;
- On the order of any court for any criminal proceedings;
- For the purposes of investigations of maladministration under the Local Government Act 1974;
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation; and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.

- To Ofsted inspection teams as part of their inspections of schools and LAs.
- To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in Higher Education;
- To the headteacher (or equivalent position) of the setting at which the pupil is intending to start their next phase of education.

## **APPENDIX 1 – Appointed Trustee for SEND**

*Although the appointed Trustee takes a lead in this area, the Trust Board retains a collective responsibility for ensuring that the Partnership's arrangements are effective and in line with statutory requirements.*

### **Core purpose:**

- Takes a lead role in SEND governance, acquire a working knowledge of the Partnership's overall SEND arrangements and effectiveness.
- Provides support and challenge which contributes to the continued strengthening of the Partnership's overall SEND culture and inclusion.
- Reports to the Trust Board, providing assurances of the Partnership's compliance with its statutory requirements and its ongoing improvement.

### **Key activity:**

#### **1. Develop your own understanding of SEND requirements**

This includes:

- Maintain an awareness and understanding of the 'SEND code of practice: 0 to 25 years', The Children and Families Act 2014 and the Equality Act (2010).
- Building a thorough knowledge of the Partnership's SEND policy, procedures, recording and reporting arrangements.
- Gain an understanding of the strengths and challenges in relation to SEND across CLP.

#### **2. Work closely with the Partnership's Lead Practitioner for SEND and Inclusion**

This includes:

- Building an effective relationship with the lead practitioner of Inclusion that allows for appropriate challenge and support.
- Meet on a termly basis to discuss relevant issues that might include:
  - Current themes of SEND challenge across the school(s);
  - Support and training for SENDCos and wider inclusion teams;
  - Key themes /actions emerging from relevant school information, data, and reports;
  - Progress against developmental actions towards strengthening inclusion for SEND;
  - National and local developments on SEND including government guidance and research.

#### **3. Understand how SEND works across the Partnership and provide challenge to the Lead Practitioner**

This includes:

- Arranging meetings with the lead practitioner of Inclusion to find out about:
  - How the Partnership achieves compliance with statutory requirements;
  - Any SEND concerns pertaining to individual schools and how they are being addressed;

- The Partnership's SEND strengths and strategic areas for development;
- How the Partnership continues to proactively develop a strong inclusion culture'
- How the Partnership ensures succession planning in the SENDCo workforce.

#### **4. Report back to the Trust Board and ensure trustees are up to date**

This includes:

- Ensuring other trustees have undertaken key reading and training as required in relation to SEND;
- Ensuring that SEND is given sufficient prominence in the Trustees' discussions and embedded across all areas
- Ensuring that the outcomes of SEND evaluation work are shared with trustees and resulting concerns are addressed.

## **APPENDIX 2 - Appointed Local Governor for SEND**

### **Appointed Local Governor for SEND**

*Although the appointed Local Governor takes a lead in this area, the Local Governing Body retains a collective responsibility for ensuring that the school's arrangements are effective and in line with required policies and procedures.*

#### **Core purpose:**

- Takes a lead role in local SEND governance
- Through the SENDCo, develops an understanding of the individual school's SEND arrangements and effectiveness;
- Provides direct support and challenge which contributes to the SENDCo's continued strengthening of the school's inclusive culture;
- Reports to the Local Governing Body, providing assurances of the school's compliance with appropriate national legislation and policies (especially the Children's and Families Act (2014) and the SEND code of practice: 0 to 25 years) as well as ongoing improvements and compliance with local arrangements and requirements.
- Reports to Appointed Trustee for SEND.

#### **Key activity:**

### **1. Develop own understanding of SEND requirements**

This includes:

- Maintain an awareness and understanding of the 'SEND code of practice: 0 to 25 years' and the Children and Families Act 2014 and the governing board's responsibilities
- Ensure the school and local governing body are compliant with their responsibilities under the Equality Act 2010.
- Maintain an up-to-date knowledge of local and national developments in SEND.
- Build a thorough knowledge of the school's SEND policy, procedures, recording and reporting arrangements and the SEND represented within the school
- Attend regular/termly meetings (such as with SENDCo, other Governors and the Appointed Trustee for SEND) to discuss updates and good practice.

### **2. Work closely with the SENDCo**

This includes:

- Building an effective relationship with the SENDCo that allows for appropriate challenge and support;
- Meet with the SENDCo on a termly basis and providing a written report of that meeting to the LGB.

#### **Key discussion points might include:**

- Current challenges in the provision of SEND at the school;
- The number of pupils on the SEND register and how it has changed;
- Recent support and training for the SENDCo and wider Inclusion team (including from their attendance at CLP/LA networking events);

- Key themes /actions emerging from school's data and evaluation (such as pupil achievement data, Challenge Partner reports, audits and reviews) especially progress against red/amber actions;
- Recent local and national practice reviews and changing Areasguidance; General Issues/concerns including:
- Statutory duties relating to EHCPs
- Outside agency involvement
- Overlap of SEND, Pupil Premium and safeguarding
- Ensuring the SENDCo is well supported to carry out the role and has received the required training;
- Get to know the school's wider Inclusion team, including mental health leads and pastoral support

### **3. Understand how SEND works in practice at the school by exploring:**

- How the school makes decisions regarding special educational provision;
- What training and development has been provided to the appointed SENDCo;
- What information is published on the website;
- Report back to the local governing body and ensure governors are up to date;
- Liaise with the appointed trustee for SEND.

Termly visits to the school SENDCo might include gathering information in relation to:

- The school's context and how this influences the approach to inclusion;
- Arrangements for working with external partners;
- The school's SEND/Inclusion strengths and areas for development;
- Monitoring opportunities available to pupils with SEND ensuring a broad and balanced curriculum
- Outcomes for pupils with SEND;
- Provision for pupils with SEND (including transition);
- Clarity of communication for parents, pupils, and school in relation to SEND;
- The school's annual SEND report and that it is published annually on the website.
- Common themes from the school's monitoring and evaluation of the process

The SENDCo provides a termly report to governors on SEND provision within the school, to include:

- The number of pupils on the SEND register;
- A comparison of progress and attainment data as a discrete group, compared with other pupils;
- The attendance of pupils as a discrete group, compared to other pupils;
- The number of fixed term/permanent exclusions;
- Pupil destinations;
- An update on policy and procedures related to SEND;
- Training and induction arrangements for all staff;
- SEND school profile
- Information on referrals and liaison with outside agencies;
- Information on the spending and impact of the SEND budget.
- Engaging in discussion with the SENDCo around the completion of the annual SEND audit and following progress against developmental actions from monitoring and review
- Ratifies the school's SEN information report on an annual basis.

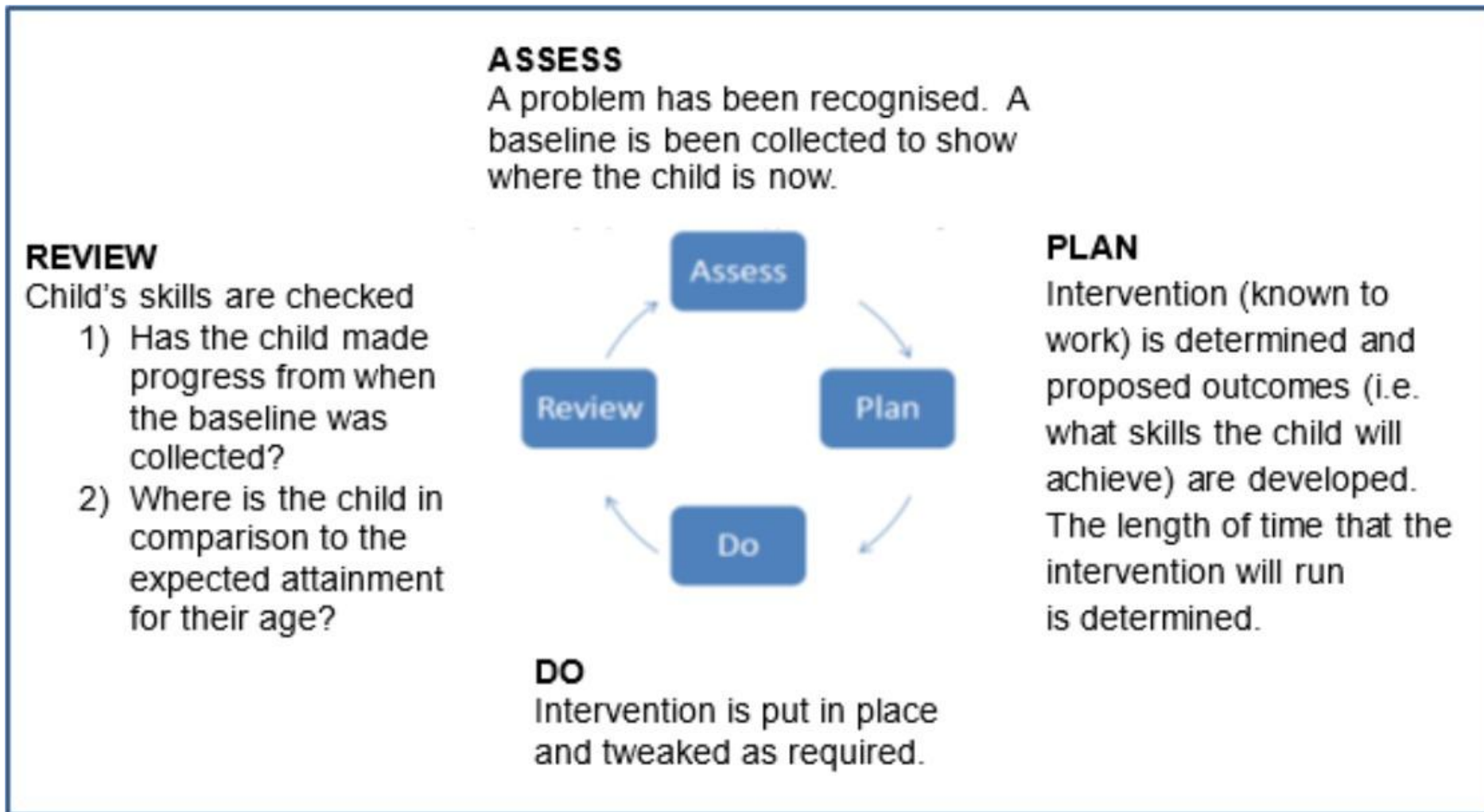
#### **4. Report back to the Local Governing Body and ensure governors are up to date**

This includes:

- Ensuring other governors undertake key reading/ training as required by SEND policy;
- Ensuring that SEND is given sufficient prominence in the LGB's discussions and that inclusion is embedded
- Ensuring that the outcome of SEND audits and other evaluation work is shared with the LGB and that any resulting concerns are addressed.

## Appendix 3 - Four Broad Areas of Need

<p>Communication and Interaction</p>	<p>Pupils with speech, language, and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.</p> <p>CLP recognises that:</p> <ul style="list-style-type: none"> <li>• Pupils with Autism Spectrum Condition (ASC), including Asperger’s Syndrome and</li> <li>• Autism, can have particular difficulties with social interaction.</li> </ul> <p>The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language, or social communication at different times of their lives.</p> <p>CLP will work with pupils, parents, and language and communication experts where necessary to ensure pupils with SLCN reach their potential.</p>
<p>Cognition and Learning</p>	<p>Learning difficulties cover a wide range of needs, such as moderate learning difficulty (MLD), severe learning difficulty (SLD), and profound and multiple learning disabilities (PMLD).</p> <p>CLP schools will ensure that any provision offered will be suitable to the needs of the pupil.</p> <p>Specific learning difficulties (SpLDs) affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia, and dyspraxia.</p>
<p>Social, Emotional and Mental Health</p>	<p>Pupils may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour. CLP schools recognises that these behaviours can be representative of an unmet need or may reflect underlying mental health difficulties such as anxiety or depression.</p> <p>CLP will ensure that provisions and allowances are made for the ways in which these mental health difficulties can influence the behaviour of pupils with SEND; the Behaviour Policy explains how we will manage the effect of any disruptive behaviour so that it does not adversely affect other pupils.</p>
<p>Physical and/or Sensory</p>	<p>Impairments such as visual impairment (VI) that prevent or hinder pupils from using the school facilities do not necessarily fall under the definition of SEND. The school will ensure staff understand that:</p> <ul style="list-style-type: none"> <li>• Some conditions can be age-related and can fluctuate over time.</li> <li>• A pupil with a disability is covered by the definition of SEND if they require special educational provision.</li> </ul> <p>CLP recognises, however, that pupils who have sensory or physical impairments may require specialist support or equipment to access their learning, regardless of whether or not their impairment falls under the SEND definition.</p>



**Our vision is one where we encompass the ‘whole child’ providing all children with the opportunities to thrive and fulfil their potential.**

**Our vision will be achieved through:**

- Inclusion in all aspects of school life
- CLP schools providing appropriate high-quality provision.
- Working effectively with families and the wider community.
- Being aspirational and building on the knowledge children need for their future lives.
- Our Multi-Academy Trust values of Serve, Inspire, and Empower alongside school values.

**CLP recognises that:**

- Each pupil is an individual with their own particular educational needs;
- All pupils have the right to a broad and balanced curriculum, adapted to reflect their needs and with regard to continuity and progression;
- Learning experiences should encourage self-motivation and independence and focus on positive achievement;
- Every effort should be made to reduce the risk of ‘labelling’ for pupils with special educational needs. Wherever possible pupils with SEND will work alongside their peers, with reasonable adjustments. However, there may be times when pupils are withdrawn for specialist teaching which CLP strives to make a positive experience and a ‘natural’ course of events;
- The nature of the pupil’s SEND might be long or short-term, and in one or more areas;
- The provision made by CLP schools is a process that is strongly rooted in partnership with parents;
- There should be an element that focuses on pupils’ futures beyond the school environment.

**SEND DEFINITION**

**A child has SEND** if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age has a learning difficulty or disability if they:

*-have a significantly greater difficulty in learning than the majority of others of the same age, or*

*-have 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”*

**All teachers are teachers of SEND.**

Teachers are accountable for the outcomes of pupils with SEND and must respond to needs by:

- Be responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff;
- Set high expectations for every pupil, whatever their prior attainment and promoting a culture in which all are valued;
- Use appropriate assessments to set targets that are deliberately ambitious (potential areas of difficulty should be identified and addressed at the outset);
- Planned lessons to address potential areas of difficulty and remove barriers to pupil achievement.
- Encourage all pupils to participate fully, regardless of their disabilities or medical needs.
- Write individual plans in liaison with the school SENDCo.
- Ensure that any additional adults supporting a child with SEND are clear about their roles and responsibilities.
- Inform parents of their child’s provision, and progress, involving them in setting and reviewing progress towards key targets.

School VALUES to be entered into this box

**Our vision is one where we encompass the ‘whole child’ providing all children with the opportunities to thrive and fulfil their potential.**

### The first part of provision for all pupils is GOOD teaching.

#### Universal Support in our school is:

- Staff promote positive, **respectful** relationships and ensure each child has a rooted sense of belonging, as we believe this underpins success.
- Our **aspirational** curriculum is carefully planned using progression documents, ensuring key knowledge.
- Learning is adapted to the individuals building on what they know and what they need to know
- A range of adaptive teaching strategies are used to develop independent, **persevering** and confident learners e.g. cognitive and meta-cognitive strategies, explicit instructions, use of Technology, flexible grouping and scaffolding.
- Teachers know their pupils well and what they need to move their learning forward
- All children have access to a broad and balanced curriculum that is adapted to meet the individual child’s needs and promotes inclusivity as well as respects diversity.
- Good quality and relevant training is provided for all staff members supporting children with SEND.
- Staff work collaboratively with families as we recognise that they are the first educators, know their child best and have a unique insight into how their child learn and behave.
- Teachers regularly monitor, assess and track the progress of children with SEND to ensure they are purposeful and that children are achieving their full potential and high expectations are in place.
- Staff create positive and supportive, **loving** learning environments that are accessible to all children and, where required, tailored to individual needs.
- Early-identification of children with SEND takes place whilst also recognising that diagnostic criteria is not discrete. This helps plan appropriate interventions to ensure progress continues to be made.
- Interventions are carefully planned and monitored to ensure they do not impact on children’s access to the broad and balanced curriculum and ensure they are having an impact on children’s progress.
- Children are encouraged to develop self belief and **faith** in their abilities

### What to do if you have a concern:

- Look at the CLP graduated response document provided to identify any strategies that can be implemented. (There is also a copy in the shared staff file under SEN)
- Liaise with the SENDCo regarding a concern. End of staff meeting time allocated for this.
  - SENCO Name – Natasha Hardy– [tasha.hardy@coastalpartnership.co.uk](mailto:tasha.hardy@coastalpartnership.co.uk)
  - Pastoral Lead – Natasha Hardy
  - Assistant Pastoral Support – Mary Harris
- Complete a checklist document that links to area of concern (e.g. attention, memory, fine motor) to identify areas of strengths and barriers to learning.
- Email SENDCo to request an assessment to be carried out e.g. Rapid Lucid (dyslexia screening), YARC (early) reading assessment, BPVS (language barrier identification)
- Speak to the child and parent/carer about the concerns and record communication on child’s profile page. School MIS system makes it accessible for schools and home to revisit this information.

### The Graduated Approach in our School

- Children who are on the school SEND register have an Individual Support Plan and One page profile in place that follow the ‘Assess, Plan, Do, Review’ stages. These are stored in class assessment folders and reviewed every half-term.
- The Engagement Model is used to assess, plan and monitor the progress of children with SEND who are working ‘below’ their key stage objectives, have an EHCP and cannot access the main curriculum. All assessments and planning are kept in the class black folder.
- The Autism Framework is used as an assess, plan and monitor tool termly to focus an individual on the next small step in their progress linked to Social and Emotional areas of development. Assessments are digital and kept in class file on school IT system (Staff shared drive – class folder – SEN)
- Parents/carers of children with SEND are provided with an extended 20 min parent teacher consultation once a term which is with the class teacher and the SENDCo. Additional meetings are also available on request.
- Where necessary, interventions are put in place to support children with SEND to make progress. The key interventions in place at Wool Primary include Nessy (reading and spelling support), Pre-teaching, Precision teaching, phonics catch up support, Reading fluency, Forest Schools, Storycise (EYFS), ELSA, Learn to Move, Move to Learn (from Sept 2023), Word Aware (from Sept 2023), Draw IT OUT therapy (from Sept 2023)
- Where there is a concern about the progress of a child, the class teacher can put a request in for an assessment to be completed. This includes; YARC assessment, Rapid Lucid, BPVS assessment and maths interviews with the child.
- A range of professionals support children at Wool Primary and referrals can be completed following a conversation with a SENDCo. This includes outreach support (TADSS, OT), NHS SALT, Pediatricians, CAMHS, Dorset Family Matters, Specialist SENSS teachers (LA/Academy), EP, Koru play Therapists.



**Rooted in the community to grow  
and flourish  
(Matthew 13: 31-32)**

## Wool CE Primary School Ordinarily Available Provision (OAP) Universal Offer Jan 2026 – Jan 2027

The table below outlines Wool Primary and Preschool school ordinarily available (UNIVERSALPROVISION). This is the standard available provision offered to all learners within our school.

**TARGETED SUPPORT OFFER**– represents the next level of support that some pupils may require this is usually delivered through targeted time-limited interventions that are regularly reviewed

<p><b><u>Cognition and Learning</u></b>          Adapted instruction/scaffolding          Explicit teaching of key vocabulary (dual coding)          Chunking information          Modelling, provide examples and metacognitive strategies          Review of prior learning and key knowledge (retrieval practice)          Multi-sensory learning opportunities (including concrete resources)          Flexible groupings          Consideration of curriculum planning content          Supportive learning tools (e.g., word mats, number frames)          Using technology to support learning tasks          Formative and summative assessment          Providing timely and effective feedback</p> <p><b><u>Communication and Interaction</u></b>          Total communication strategies: Clear and consistent language delivered in a language rich environment, consideration of processing, Visual aids, (e.g., whole class visual timetables) and modelling of language          Promoting positive interaction between pupils (social skills)          Facilitating peer interaction through group work          Tapestry comms for parents of Reception children</p> <p><b><u>Sensory and Physical</u></b>          Reasonable adjustments to the school and classroom environment for sensory and physical needs          Enabling environment to support the development of fine and gross motor skills          Ensuring physical accessibility in line with accessibility policy          Reasonable adjustments to the classroom or school environment to meet individual needs.          Teaching of handwriting (e.g., posture, pencil grip)          Providing whole class movement opportunities          Adaptions to uniform</p> <p><b><u>External agency involvement:</u></b>          Reaching out for Information advice and training to support school training needs and meeting pupil needs.</p>	<p><b><u>Positive School Culture:</u></b>          Creating a safe, supportive, and inclusive environment          Promoting positive relationships – church &amp; environment links          Teaching social and emotional skills          Whole school Social Emotional Learning curriculum          Trauma awareness          Mindfulness awareness          Clear expectations and routines: Providing predictability and structure to reduce anxiety.          Military Links and connections          Residential visits          Trees for Dorset trips          Local walks.          Bournemouth Symphony Orchestra annual concerts for schools.          Therapeutic thinking approach</p> <p><b><u>Strategies to Support SEMH:</u></b>          Clear routines and expectations          Use of visual support emotional wellbeing (e.g., Zones of Regulation)          Providing opportunities for pupil voice          Trusted adults          Sensory breaks and whole class regulation strategies          Storm break          Check ins as part of usual school day          Visual timetable</p> <p><b><u>Behaviour Support:</u></b>          Consistent behaviour management policies          Restorative approaches          Clear routines and boundaries          Language used is linked to behaviour is positively framed with a culture of understanding and exploration          Social skills support (e.g., Playground buddies/Play leads)</p> <p><b><u>Environmental Adaptions</u></b>          Supportive seating within the classroom (e.g., sitting near the front, away from busy areas)          Sensory overload awareness</p>	<p><b><u>Cognition and Learning</u></b></p> <ul style="list-style-type: none"> <li>• <b>Small group or 1:1 phonics and spelling interventions</b></li> <li>• <b>Maths support in small groups or 1:1, using an over-learning approach</b> (<i>Your child attends <b>small, focused groups</b> for extra practice in a key area. The 'over-learning' approach means they repeat and practice the concept until it is securely stored in their long-term memory</i>)</li> <li>• <b>Pre-teaching key concepts before lessons to build confidence</b> (<i>Before a lesson, a trained adult works <b>one-on-one</b> with your child to introduce new concepts or vocabulary, making it easier for them to access the main lesson alongside their peers</i>)</li> <li>• <b>Adult support during group learning in class</b> (<i>A Teaching Assistant (TA) or teacher works closely with a small group of children during the main lesson to provide immediate help, re-explain concepts, and keep them on track.</i>)</li> <li>• <b>Differentiated reading programmes for whole word readers</b> (<i>For children who struggle with decoding (sounding out words), the school uses an alternative approach that focuses on recognising whole words, delivered one-to-one or in a small group.</i>)</li> <li>• <b>Individual assessments</b> (<i>The school's Special Educational Needs Coordinator (SENDCo) uses specific, in-depth tests (like <b>YARC</b> for reading and <b>HAST</b> for spelling) to precisely pinpoint your child's strengths and difficulties, informing the next steps for support.</i>)</li> <li>• <b>Access arrangements for tests and exams</b> (<i>For older children, this ensures they are not disadvantaged in tests by giving them support like extra time, a reader, or a scribe (someone to write for them).</i>)</li> <li>• <b>Spelling and handwriting practice in small groups or 1:1</b> (<i>Dedicated sessions to specifically improve the formation of letters, legibility, and spelling accuracy.</i>)</li> <li>• <b>Support with planning and drafting written work</b> (<i>Specific instruction and support for the process of writing, helping your child organise their thoughts, structure their work, and revise their drafts.</i>)</li> <li>• <b>Use of technology: laptops, or iPads to practice skills at their own pace.</b></li> </ul> <p><b><u>Communication and Interaction</u></b></p> <ul style="list-style-type: none"> <li>• <b>1:1 sessions with youth support workers</b> (<i>A referral to an external youth service for individualised support, often related to social understanding, confidence, or emotional resilience.</i>)</li> <li>• <b>Forest School activities to build confidence and communication</b></li> <li>• <b>Speech and Language programmes designed by specialists</b> (<i>The school implements programmes designed by a qualified <b>Speech and Language Therapist (SALT)</b> to improve specific areas of communication (e.g., forming sentences, understanding instructions)</i>)</li> </ul>
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- **Vocabulary teaching in small groups or 1:1** (Focused lessons on teaching your child the meaning and correct use of new words, which is key to accessing the curriculum and social interactions.)
- **Language interventions based on assessments** (The SENDCo uses screening tools like **WELLCOMM** (language development) and **BPVS** (receptive vocabulary) to identify precise language needs)
- **Social skills groups at lunchtime to develop friendships** (A structured, supervised group held during lunchtime focused on teaching and practicing skills like turn-taking, starting conversations, and understanding body language in a safe environment.)

#### Sensory and Physical

- **Sensory circuits to help regulate and focus** (**Sensory Circuits** are short, structured routines of physical activities (alerting, organising, calming) used to get a child's brain and body ready for learning. **Sensory Profiles** are detailed documents mapping your child's individual sensory needs (e.g., over- or under-sensitive to sound, light, or movement).)
- **Fine motor skills activities** (Focused activities (e.g., using tweezers, cutting, drawing patterns) designed to build the small muscle control needed for tasks like handwriting, fastening clothes, and using cutlery.)
- **Sensory handwriting programmes** (An approach to handwriting that involves movement and sensory input to help the child learn and remember letter formation.)
- **Environmental adaptations: wobble cushions, standing desks, reduced lighting** (Allows for **movement breaks** and subtle physical activity while learning, helping children with sensory needs (especially those who seek movement) to stay focused and regulated in their seats. For children who are over-sensitive to bright or fluorescent lighting, reducing light levels can decrease anxiety and improve concentration.)
- **Occupational Therapy audits for classroom setup** (An **Occupational Therapist (OT)** assesses the classroom and school grounds to recommend specific, professional changes to the environment to best support your child's sensory and physical needs.)

#### **Strategies to Support SEMH:**

- **Identified adult for nurture and emotional support** (Your child has one specific, trusted staff member who acts as their key emotional anchor, providing regular check-ins and support.)
- **Safe spaces/Quiet zones or individual workstations** (Designated, quiet spaces in the classroom or resource area where your child can focus without distraction or go to safely manage overwhelming feelings)

• **ELSA support (Emotional Literacy Support Assistant (ELSA):** A trained member of staff runs sessions to help children understand and manage their emotions, develop social skills, and cope with life challenges.)

- **Draw It Out – Attachment and Trauma support** – Led by internal specialist TA prior training in Drawing and Talking therapy

• **Family support services and mental health hubs** (Referrals to specialist external agencies that can provide in-depth support for complex emotional needs for both your child and your wider family.)

• **Forest School** (Using the outdoor environment in a woodland setting to build confidence, self-esteem, resilience, and problem-solving skills through practical, hands-on activities.)

• **Support for young carers** (Specific support and recognition for students who have a caring role for a family member, helping them manage their responsibilities alongside their school life.)

TAF meetings with different professionals supporting the child/family  
**(Team Around the Family (TAF):** Multi-agency meetings bringing the school, external agencies (like health or social care), and you (the parents) together to coordinate support for your child and family.)

**Behaviour Support:**

• **Inclusive activities that promote belonging and resilience**

- **Therapeutic approach to behaviour – analysing not moralising. Focussing on the Understanding why. Teaching educational and Protective consequences as a result of difficult or/and dangerous behaviours.**
- **Implementation of a behaviour curriculum from year R to Year 6.**
- **Individual risk reduction plans**
- **Liaising with behaviour specialist teacher with LA and Joint Action Plan meetings (JAP)**

## Wool Primary and Preschool school **SUPPORT FOR ATTENDANCE** January 2026 – January 2027

The table below outlines Wool Primary and Preschool ordinarily available (UNIVERSAL) provision to support where pupils are at risk of emotional based school refusal that is offered by our school. This is the standard available provision offered to all pupils within an educational establishment.

**TARGETED SUPPORT OFFER**– represents the next level of support that some pupils may require this is usually delivered through targeted time-limited interventions that are regularly reviewed

UNIVERSAL – All Pupils	TARGETED SUPPORT OFFER – Some pupils
<p>Universal support focuses on proactive, preventative strategies and a positive school environment that supports the emotional well-being and attendance of all pupils. The aim is to create a sense of safety, belonging, and reduce potential triggers for anxiety.</p> <p><b>Positive School Ethos:</b>            Strong relationships: Fostering positive relationships between staff and pupils, and among peers.            Warm and welcoming environment: Ensuring school feels like a safe and nurturing place.            Inclusive practices: Ensuring all pupils feel valued and supported, regardless of their needs.</p> <p><b>Parental Engagement:</b>            Open communication: Establishing clear lines of communication with parents.            Information sharing: Providing information about the school's approach to well-being and attendance.            Collaborative problem-solving: Working with parents to understand their child's needs and implement strategies at home and school.</p> <p><b>Early Identification and Monitoring:</b>            Robust attendance monitoring: Promptly identifying patterns of non-attendance and investigating reasons.            Open communication channels: Encouraging pupils and parents to communicate concerns early.            Key adults who can build relationships and notice changes in well-being.</p> <p><b>Curriculum and Pedagogy:</b>            Differentiated instruction: Adapting teaching to meet diverse learning styles and needs, reducing academic pressure.            Social and Emotional Learning (SEL): Explicitly teaching skills like self-regulation, empathy, and problem-solving.            Anxiety awareness: Educating staff on the signs and symptoms of anxiety and Emotional Based School Avoidance (EBSA).</p>	<p><b>Logistical &amp; Environmental Adjustments</b></p> <p>These are practical changes to the school day designed to lower barriers for students struggling to attend.</p> <ul style="list-style-type: none"> <li>• <b>Softer starts:</b> Allowing a more relaxed entry into the classroom rather than a rigid start time.</li> <li>• <b>Agreed alternative entrance:</b> Providing a specific, perhaps quieter or more private, way to enter the building.</li> <li>• <b>Adapted uniform:</b> Modifying dress code requirements to address sensory or practical needs.</li> <li>• <b>Part-time timetable:</b> A structured plan transitioning the student back to a full-time schedule.</li> </ul> <p><b>Relational &amp; Emotional Support</b></p> <p>Provisions focused on the student's emotional well-being and their connection to staff.</p> <ul style="list-style-type: none"> <li>• <b>Attuned adults:</b> Ensuring the student has access to staff members who understand their specific emotional needs.</li> <li>• <b>Therapeutic Interventions and Plans:</b> Specific, structured emotional or behavioural support strategies.</li> <li>• <b>Communication Book:</b> A tool for consistent, non-verbal updates between home and school.</li> </ul> <p><b>Early Help &amp; External Partnerships</b></p> <p>Interventions involving outside agencies and formal support frameworks.</p> <ul style="list-style-type: none"> <li>• <b>Early Help for Attendance:</b> Targeted internal support to address attendance issues before they escalate.</li> <li>• <b>Early Help referrals:</b> Formal requests for multi-agency support.</li> <li>• <b>CAMHS:</b> Engagement with Child and Adolescent Mental Health Services.</li> <li>• <b>School nurse:</b> Access to medical or health-related guidance.</li> <li>• <b>Dorset Mind:</b> Utilising specialized mental health support services.</li> </ul>

**Oversight & Tracking**

- **Monitoring and reviewing:** Consistent tracking of progress and the effectiveness of the interventions put in place.

## Appendix 6 – Checklist for SEND Information Report

The checklist is based on the requirements set out in:

[Schedule 1 of the Special Educational Needs and Disabilities \(SEND\) Regulations 2014 Paragraphs 6.2 and 6.79 to 6.81 of the SEND Code of Practice](#)

STATUTORY INFORMATION THAT YOU MUST INCLUDE:
<input type="checkbox"/> The types of SEND provided for at your school
<input type="checkbox"/> How your school identifies pupils with SEND and assess their needs
<input type="checkbox"/> Name and contact details for your school's SENDCO
<input type="checkbox"/> Admission arrangements
<input type="checkbox"/> Details of how your school consults pupils and their parents and involves them in the education of the pupil
<input type="checkbox"/> How your school assesses and reviews pupil progress toward outcomes. This <b>should</b> include the opportunities available to work with parents and pupils as part of this process
<input type="checkbox"/> How your school supports pupils to transition between phases of education and/or in preparation for adulthood and independent living. (Outcomes should reflect the pupil's ambitions, when they prepare for adulthood.)
<input type="checkbox"/> Your school's approach to teaching pupils with SEND, and the additional support that's available to them
<input type="checkbox"/> How your school evaluates the effectiveness of your provision for pupils with SEND
<input type="checkbox"/> How your school adapts the curriculum and learning environment for pupils with SEND
<input type="checkbox"/> What facilities your school provides to help pupils with a disability access the school
<input type="checkbox"/> The steps your school has taken to prevent pupils with a disability from being treated less favourably than other pupils
<input type="checkbox"/> A link to your school's accessibility plan
<input type="checkbox"/> What training and expertise your staff have to support pupils with SEND, and how you'll secure specialist expertise
<input type="checkbox"/> How your school involves other bodies to meet the needs of the pupil with SEN and to support their family, with contact details of support services including those for pursuing mediation
<input type="checkbox"/> How your school enables pupils with SEND to engage in activities (including physical activities) with pupils who don't have SEND

- |                                                                                                                                                                                                                           |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> How your school will secure equipment and facilities to support pupils with SEND                                                                                                                 |
| <input type="checkbox"/> What support your school offers pupils with SEN for their emotional, mental and social development, including extra pastoral support arrangements for listening to the views of pupils with SEND |
| <input type="checkbox"/> What anti-bullying measures are in place                                                                                                                                                         |
| <input type="checkbox"/> How parents can complain about the school's SEND provision and how complaints will be handled                                                                                                    |
| <input type="checkbox"/> Link to your local authorities' local offer or information on where it is published                                                                                                              |
-

### STATUTORY INFORMATION THAT YOU SHOULD INCLUDE:

- |                                                                                                                                                             |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> Information about your school's SEND policy (e.g. explaining where parents can access it)                                          |
| <input type="checkbox"/> Clear and straightforward language                                                                                                 |
| <input type="checkbox"/> What arrangements are in place to support children that are looked after by the local authority who also have SEND                 |
| <input type="checkbox"/> Who in the school parents or pupils should contact if they have concerns                                                           |
| <input type="checkbox"/> How the broad and balanced curriculum your school provides for each year group is adapted and made accessible for pupils with SEND |
| <input type="checkbox"/> What your school contributes to the local offer                                                                                    |

### THE KEY RECOMMENDS THAT YOU INCLUDE:

- |                                                                                                                                                                                                                  |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> A glossary to explain SEND terms and acronyms                                                                                                                                           |
| <input type="checkbox"/> Diagrams to explain more difficult concepts                                                                                                                                             |
| <input type="checkbox"/> That the report will be: <ul style="list-style-type: none"><li>• Updated annually</li><li>• Updated as soon as possible throughout the year if any of the information changes</li></ul> |

## Appendix 7 – Exemplar Template for Reporting to Local Governors

SEND PROFILE	
TYPE OF SUPPORT	NUMBER OF PUPILS
Special Educational Needs (SEND) Support	
Education Health Care Plans	
Monitored	
AREAS OF NEED	NUMBER OF PUPILS
Specific Learning Difficulties (SpLD)	
Cognition and Learning	
Communication and Interaction	
Social Emotional Mental Health	
Sensory and/or physical needs	
Moderate Learning Difficulties (MLD)	
Severe Learning Difficulties (SLD)	
Profound Learning Difficulties (PLD)	
ATTENDANCE	
SEND	Non-SEND
ATTENDANCE	NUMBER OF PUPILS
Attending part-time (not in AP)	
Attending alternative provision (AP)	
Not in school or AP	
In receipt of fixed term exclusion	
At risk of permanent exclusion	
Attendance Feedback	
This section may provide any ongoing interventions for children with low attendance and actions	
EHC Plans	
Expect information on any statutory assessments for EHC plans that have been submitted to the local authority and the outcomes of these.	
Strengths and Challenges	
In this section an overview of the strengths and challenges the school is facing currently. Outcomes of monitoring of SEND and progress information	
Staff Development Needs	
This section can include training accessed and identified training	