



Special Educational Needs and Disability Policy

Date created	16 th October 2023
Review period	Annual
Next due for review	October 2026
Governors Committee Responsible	FGB
Date Reviewed	October 2025

This policy was developed in consultation with staff and governors. It complies with the statutory requirements laid out in the SEND Code of Practice 0 – 25 (January 2015) and has been written with reference to the following guidance and documents: Equality Act 2010: advice for schools DfE (2013), SEND Code of Practice 0 – 25 (2015), Schools SEND Information Report Regulations (2015), Statutory Guidance on Supporting Pupils at School With Medical Conditions (2014), The National Curriculum in England: Key Stage 1 and 2 (2014), Safeguarding Policy, Accessibility Plan and Teachers Standards (2012).

Kingsclere CE Primary School SEND Policy

This policy should be read in conjunction with Kingsclere CE Primary School's 'SEND Information Report' which can be found on the school website.

This policy statement should not be read in isolation, but in conjunction with other school policies including:

- the school vision, school values and learning skills
- the school's Home School Agreement
- the Teaching and Learning Policy
- the Complaints Policy
- the Behaviour Policy
- the Data Protection Policy
- the Equality Policy
- the Inclusion Statement
- the Supporting Pupils with Medical Conditions in School Policy
- the First Aid Policy
- the Physical Intervention Policy
- the Child Protection Policy
- the Safeguarding Policy
- guidelines for exclusions as provided by Hampshire County Council and the Department for Education
- guidelines for Personal Support Plans (PSPs), Behaviour Plans and Risk Assessment of Challenging Behaviour as provided by Hampshire County Council

Compliance

Kingsclere CE Primary School is fully committed to the Children and Families Act 2014, the SEND Code of Practice 2015 and the Equality Act 2010 and will make all reasonable arrangements to provide inclusive education and services for all those involved with the school. We believe that, as far as possible, every child should have access to the full curriculum. We strive for high quality inclusive teaching and learning for every child including those with special educational needs & disabilities (SEND).

Please see our Inclusion Statement on the school website (within the policies section) regarding our inclusive rationale, principles and provision.

Definition and Identification of SEND

As stated in the SEND Code of Practice, 'A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for

him or her. A child of compulsory school age or a young person has a learning difficulty or disability if the young person:

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

Aims

Our aim is to create an environment where all children can thrive, through a focus on:

- knowing every child as an individual, and meeting their individual needs
- an inclusive school ethos that leads to a happy, safe, caring and secure learning environment
- providing a broad and balanced curriculum, which meets the needs of every child
- an inclusive ethos that recognises diversity of needs and disabilities
- using a range of inclusive teaching strategies, to enable all children to thrive and access learning
- ensuring all staff receive the continuing professional development needed to implement and embrace an inclusive learning environment
- enabling each child to reach his or her full potential
- enabling each child to be actively involved in all aspects of school life
- developing self-esteem and celebrating every individual success
- identifying children who need extra help and support
- providing the necessary resources to enable all children to thrive and access learning
- monitoring, assessing and reviewing progress, ensuring timely intervention as and when needed
- working in close partnership with parents/carers, taking into account their views to ensure a joint approach to meeting the needs of their children
- working in close partnership with other agencies, and drawing on specialist expertise and advice where necessary, to meet the needs of individual children
- ensuring a child-centred approach and, where possible, including the child's views and opinions of their own needs and what helps them to be successful, both in learning and in life

Objectives

- To identify the processes and procedures that will be used to identify and meet the needs of children with SEND
- To ensure the school works within the guidance provided in the SEND Code of Practice (2015)
- To ensure the school has a holistic approach to the management and provision of support for children with SEND

- To provide all staff with clear guidance regarding meeting the needs of children with SEND

The Special Educational Needs and Disability Co-ordinator (SENDco)

Mrs Attiya Khawaja, who is also the school's Safeguarding Officer, is responsible for the arrangements for SEND provision across the school. She can be contacted via the Admin Office, telephone 01635 298583 or email: adminoffice@kingsclere.hants.sch.uk

Categories of Special Educational Needs and Disabilities (SEND)

SEND is divided into four types. The SEND Code of Practice defines these as:

- **Communication and Interaction** – Children and young people with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives. Children and young people with ASD, including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.
- **Cognition and Learning** – Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate differentiation. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or Sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.
- **Social, Mental and Emotional Health** – Children and young people may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder, attention deficit hyperactive disorder or attachment disorder.

- **Sensory and/or Physical Needs** – Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time. Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-Sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or habilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties. Some children and young people with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Behavioural difficulties, persistent disruptive or withdrawn behaviours do not necessarily mean that a child or young person has SEND and does not automatically lead to a child being registered as having SEND. However, we believe all behaviour is a method of communication and we will always seek to understand the needs being communicated.

Slow progress and low attainment do not necessarily mean that a child has SEND and do not automatically lead to a child being recorded as having SEND. However, we will always investigate slow progress and low attainment and put in place any support we feel is necessary.

Identifying and assessing SEND for children or young people for whom English is an additional language requires particular care; difficulties related solely to limitations in English as an additional language are not SEND. We will use EMTAS (Ethnic Minority and Traveller Achievement Service), where necessary, to support us in identifying the needs of children with English as an additional language.

Disability

Many children and young people who have SEND may have a disability under the Equality Act 2010 – that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’. ‘Long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes Sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.

Children and young people with such conditions do not necessarily have SEND, but there is a significant overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires special educational provision, they will also be covered by the SEND definition.

As a school:

- we **do not** directly or indirectly discriminate against, harass or victimise disabled children and young people

- we **do** make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage

A Graduated Approach to SEND Support

At Kingsclere CE Primary School, we strive for High Quality Inclusive Teaching and Learning, the key characteristics of which are:

- focused teaching with clear objectives and outcomes, differentiated and/or scaffolded where necessary to meet the needs of all children
- high expectation of child involvement in and engagement with their learning
- high levels of interaction for all children
- appropriate use of teacher questioning, modelling and explaining
- an emphasis on learning through talk, with regular opportunities for children to talk both individually and in groups
- an expectation that children will learn to take age-appropriate responsibility for their learning and learn to work independently
- continuous support, encouragement and praise to engage and motivate children

Teachers are responsible and accountable for the progress and development of the children in their class, including where children access support from Learning Support Assistants or specialist staff. High Quality Inclusive Teaching and Learning, differentiated where necessary for individual children, is the first step in responding to children who have or may have SEND.

We regularly monitor and review the quality of teaching for all children, through learning walks, work scrutiny, planning scrutiny, pupil conferencing and regular pupil progress meetings, where individual progress and attainment is scrutinised. We provide professional development for all staff, tailored to their individual needs.

When a child joins the school, we gather information from previous settings and parents/carers, in order to get to know the child as a learner. Class teachers make regular assessments of all children. These assessments are used to identify children with gaps in learning, or who are making less than expected progress towards age-related expectations. This can be characterised by progress which:

- 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.

Where gaps in learning are identified, these are initially addressed through focussed teaching in order to try to accelerate progress. Individual or group interventions may be used to help children catch up or keep up with their peers.

Where a child is identified as having SEND, we use a graduated approach of Assess, Plan, Do, Review to address their needs. This involves more detailed approaches, more frequent review and more specialist expertise in successive cycles in order to match interventions to the SEND of children.

Assess

There are a range of assessment tools used in school used to identify gaps in learning and/or development. These provide a benchmark or measure against the age related expectations. Once a child has been identified as needing SEND support, the class teacher, supported by the SENDco where necessary, draws on a range of measures in order to develop a clear picture of the whole child and their needs. These include the teacher's knowledge and understanding of the child, their previous progress and attainment, the views of parents/carers, the child's own views and, if relevant, advice from external support services. As part of this information gathering process, the school uses the Hampshire criteria for assessment found at:

<https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds/SEND-pathway/SEND-support-plan>

We will always listen and investigate any concerns raised by a parent/carer and use these, alongside our own assessments and professional knowledge of the child, to inform any decisions we make.

In some cases, outside professionals from health or social services may already or become involved with the child. These professionals liaise with the school to help inform assessments. Where professionals are not already working with the child, but we feel their expertise could be beneficial, the SENDco will engage them where necessary (with parental agreement).

Plan

Where it is decided that a child needs additional support, we work closely with the parents/carers and keep them informed of all decisions made, including when the child is placed on the SEND register. Following consultation with the parents/carers and the child, the class teacher and/or the SENDco then plan the adjustments, interventions and support to be put in place, as well as the expected impact on progress, attainment or behaviour, along with a clear date for review. The evidence-based interventions selected aim to meet the needs of the child. Where appropriate, parents/carers are encouraged to reinforce or contribute to progress at home.

All teachers and support staff who work with the child are made aware of their needs, and the short-term outcomes expected, the support to be provided and any teaching strategies

or approaches that are being trialled with the child are recorded on the child's Pupil Profile and/or Action Plan tracker.

Where appropriate, baseline data is taken to be able to establish progress made, as a result of the support or intervention in place.

Where assessment shows that gaps have been closed and the child no longer requires any intervention, the plan can be to remove the child from the SEND Register as the needs have been met. This is always done in consultation with parent/carers.

Do

The support and intervention programmes agreed on, now take place. The class teacher remains responsible for the child, their needs and their progress, on a daily basis. Where the child receives support or an intervention programme away from the class teacher, the class teacher still retains responsibility for the child and their learning and/or behaviour. They are aware of the focus of any work a child completes with a Learning Support Assistant or with specialist staff and support them in ensuring that, where appropriate, it is linked to teaching and learning in or outside the classroom. Teachers are responsible for the environment in which the learning takes place – ensuring it is suitable for the intervention.

Review

The effectiveness of the support and interventions and their impact on the child's progress are measured and reviewed regularly through use of objective trackers and diagnostic assessments. The impact and quality of the support and interventions is evaluated, along with the views of the child and their parents/carers. This feeds back into the analysis of the child's needs. The class teacher, working with the SENDco, reviews and updates targets, which may result in adapting the support. This is then shared with parents/carers and the child as appropriate.

Where a child has an Education and Health Care Plan (EHCP), the Local Authority, in liaison with the school, must review that plan at least every twelve months. Targets can be reviewed termly and contribute towards the annual review. Amendments to the EHCP can be made through official processes.

Ordinarily Available Provision

In line with Hampshire's Local Offer, Kingsclere CE Primary School provides support through both Hampshire's Ordinarily Available Provision and SEND Support. This is the provision embedded into the everyday practice of our school, available to all learners.

At Kingsclere, we believe every child and young person deserves an education that:

- Meets their individual needs,
- Promotes high standards,
- Enables them to achieve their full potential.

Our provision is designed to ensure that education helps every child to:

- Achieve their highest potential,
- Become confident individuals who lead fulfilling lives,
- Transition successfully into adulthood - whether through employment, further education, higher education, or training
- Thrive in their educational setting.

The information, advice, and resources outlined in our school's SEND Information Report detail how Kingsclere CE Primary School supports children and young people within our setting.

Ordinarily available provision refers to the support we provide to enable all children to learn effectively. This includes high-quality, inclusive teaching that ensures every child feels welcome and has the opportunity to succeed, regardless of background or ability.

Our approach is underpinned by:

- Inclusive classroom practice: access to resources, tools, and strategies that support pupils in feeling regulated, safe, calm, and able to learn.
- Staff development: ongoing professional development, guidance, and access to external advisors to strengthen inclusive practice.
- Broad support for common needs: strategies and approaches across all areas of need - social, emotional and mental health; communication and interaction; cognition and learning; and physical and sensory.
- Promoting independence: encouraging pupils to develop the skills to manage and support their own needs wherever possible, fostering resilience and independence as a standard across the school.
- Further Hampshire guidance on Ordinarily Available Provision can be found here [https://search3.openobjects.com/mediamanager/hampshire/directory/files/oap_and_send_support - march 2025.pdf](https://search3.openobjects.com/mediamanager/hampshire/directory/files/oap_and_send_support_-_march_2025.pdf)

Managing the Needs of Children on the SEND Register

All children on the SEND Register have a Pupil Profile which details important information about the child, including their areas of strength and weakness, clearly defined needs, targeted interventions to meet needs, the child's voice, and termly review outcomes. It is designed to be a working document which is updated dynamically to reflect the impact of interventions and progress made in meeting the child's needs. Review meetings will take place at least three times year, where relevant staff are involved in reviewing progress and setting new outcomes. Class teachers are responsible for tracking and evidencing progress, according to the specific programme being used and outcomes described in the plan.

Class teachers are responsible for maintaining and updating Pupil Profile Plans and/or Action Plans. These are then shared with everyone involved with the child, including parents/carers, school staff and, where appropriate, external agencies.

Alongside senior leaders, the SENDco monitors progress data provided by class teachers to ensure consistency across the school, check appropriateness and quality of outcomes.

There are three levels of support for children with SEND:

- **Universal level:** funding is provided on a per-learner basis for all those attending the school. This is also known as element 1 funding. Good quality universal provision will reduce the need for deployment of more expensive resources
- **Targeted level:** mainstream providers (schools and academies) are expected to contribute the first £6,000 of the additional educational support provision for learners with SEND from their notional SEND budget. This is also known as element 2 funding
- **Specialist or personalised level:** top-up funding (elements 1 and 2) is provided on a per-learner basis by the local authority responsible for the child. It is important to note that the level and combinations of provision differs per child and may change over time

Specialist Support

We may involve other professionals at any point to advise us on early identification of SEND, and effective ongoing support and interventions. Where a child continues to make less than expected progress, despite evidence-based support and interventions that are matched to the child's area of need, we will consider involving professionals, including those secured by the school itself or from outside agencies.

The child's parents/carers are involved in any decision to involve specialist support. The involvement of professionals, and what was discussed or agreed, is recorded and shared with parents/carers and teaching staff supporting the child in the same way as other SEND support.

Education, Health and Care Needs Assessments

Where the school has put in place appropriate levels of support and intervention through the Assess, Plan, Do, Review cycle, and where the child still has not consistently made expected progress, the school may request an Education, Health and Care Needs Assessment. This is always done in consultation with the parents/carers. Parents/carers have the right to request this directly with the local authority, should the school deem it as not/not yet necessary.

The school will request an Education, Health and Care Needs Assessment when the complexity of need, or lack of clarity around the needs of the child are such that a multi-agency approach to assessing that need may be required. The application will combine information from a variety of sources including parents/carers, teachers, SENDco, social

care, health professionals, other relevant specialist professionals and educational psychologists.

Parents/carers will be able to participate fully in the process by submitting detailed information and their own views, which is included in the final assessment documents and then submitted to the Local Authority, usually Hampshire or West Berkshire, dependent on where the family lives. Parent/carers will have access to The Hub – an online portal used for the EHC needs assessment as well as management of the plan if approved. The school will assist parents in understanding and effectively completing their views to the process should help be necessary. This will ensure that parents/carers should not have to tell the same story many times to different people and everyone involved with the child has a full picture of the family and their views.

Further information about EHC Plans can be found via the SEND Local Offer for Hampshire: <https://www.hants.gov.uk/socialcareandhealth/childrenandfamilies/specialneeds>

Alternative Provision

Alternative Provision is sought by the school in conjunction with parents and Hampshire SEND in cases where we have evidence that the pupil is unable to access learning in school for an extended period of time. Alternative Provision guidance is followed using DFE and Hampshire guidelines. For more information please consult https://assets.publishing.service.gov.uk/media/67a1ee367da1f1ac64e5fe2c/Arranging_Alternative_Provision_-_A_Guide_for_Local_Authorities_and_Schools.pdf

Reduced Hours Provision

In line with DFE guidance and Hampshire guidance, Kingsclere Primary School only uses Reduced Hours Provision in exceptional circumstances where pupils exhibit anxiety and mental health conditions that impact their ability to engage in full time education. This is time limited and closely managed and monitored with a Steps to Success plan to full time re-integration and education.

Criteria for Exiting the SEND Register

If it is felt that a child is making accelerated progress, which is enabling them to catch up to their peers, and it is felt that this progress is sustainable, they may be removed from the SEND register. If this is the case, the views of the teacher, SENDco, child and parents/carers are taken into account, as well as those of any other professionals involved with the child. If a child is removed from the SEND register, all records will be kept until the child leaves the school (and necessary paperwork passed on to the next setting). The child will continue to be monitored through the school's usual monitoring procedures. If it is felt that the child requires additional assistance again, the procedures set out in this policy will be followed.

Standardised Tests

Class teachers, in partnership with the Headteacher and SENDco, are responsible for ensuring that children are able to access all assessments required. If a child's needs mean that they are unable to access standardised tests, the Headteacher and SENDco will liaise with the class teacher to assess children's eligibility for access arrangements and this will be discussed with parents/carers.

Supporting Children at School with Medical Conditions

The school has a separate policy for Supporting Children at School with Medical Conditions, which can be found on the school website.

Training and Resources

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all children, all staff are required to undertake training and development. Where appropriate, staff will receive continued professional development and training to ensure interventions are effectively implemented. Staff training needs are discussed at performance management meetings; both teaching and support staff will be made aware of training opportunities that relate to working with a child with SEND. The school's SENDco attends the regular Local Authority SENDco Circle update meetings, in order to maintain awareness of local and national developments in SEND.

Parents are also invited to become more informed about SEND matters and specific needs through Hampshire's Parent Carer Forum events and membership, school's own SEND awareness parents evening and meeting other parents of children with SEND in school arranged events.

Monitoring and Evaluation of the SEND policy

The school's SEND policy and provision is monitored and evaluated through:

- monitoring of classroom practice
- analysis of data
- monitoring of procedures and practice by the SEND governor
- School Self-Evaluation Document
- Local Authority moderation process and OFSTED inspection arrangements
- Meetings with parents/carers and staff, both formal and informal, and annual questionnaires

Roles and Responsibilities

The Governing Body

The governing body, in consultation with the Headteacher, has a legal responsibility for determining the policy and provision for children with special educational needs and disabilities. It maintains a general overview and has an appointed representative who takes

particular interest in this aspect of the work of the school. The governing body will appoint a governor responsible for SEND and delegate a number of responsibilities to that governor.

The SEND Governor will monitor provision, to ensure that:

- this policy, and other related policies, are followed
- the school SEND Information Report (see website) informs parents/carers how the school is making sure it meets the needs of individual children
- the governors have regard to the requirements of the Code of Practice for Special Educational Needs (2015)
- governors are fully informed about SEND issues, so that they can play a major part in the school self-review
- governors approve appropriate staffing and funding arrangements and oversee the school's work for SEND

The Headteacher is responsible for:

- the management of all aspects of the school's work, including provision for children with SEND
- working closely with the SENDco
- the deployment of all staff within the school
- monitoring and reporting to governors about the implementation of the school's SEND policy and the effects of inclusion policy on the school as a whole

The SENDco is responsible for:

- overseeing the day-to-day operation of the school's SEND policy
- helping staff to identify children with SEND through observation, consultation and assessments
- co-ordinating the provision for children with SEND
- ensuring that an agreed, consistent approach is adopted
- liaising with, and advising, other school staff
- supporting class teachers in drawing up Pupil Profile Plans, Action Plans and/or Individual Education Plans, setting targets appropriate to the needs of the children, and advising on appropriate resources and materials for use with children with SEND and on the effective use of resources in the classroom
- liaising closely with parents/carers of children with SEND, alongside class teachers, to keep them aware of the strategies, interventions and progress where appropriate
- liaising with outside agencies, arranging meetings and providing a link between these agencies, class teachers and parents/carers
- disseminating advice and recommendations of outside agencies to staff as appropriate
- coordinating all the stakeholders in the processes linked to requesting EHC needs assessments as well as the Annual Reviews of EHCPs
- ensuring the school's SEND register and records are up-to-date
- assisting in the monitoring and evaluation of progress of children with SEND

- providing support for staff and professional development, where necessary
- liaising with SENDcos in receiving schools, early years settings, and/or other primary schools to help provide a smooth transition from one school to the other
- keeping up to date with changes in policy and procedures, disseminating this to all staff and parents where necessary

Class teachers are responsible for:

- providing High Quality Inclusive Teaching and Learning for all children, including Ordinarily Available Provision for all pupils to access in their classroom and teaching and learning.
- assessing children's needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the child (in liaison with the SENDco, parents/carers and child)
- drawing up Pupil Profile Plans and setting targets appropriate to the needs of the child
- regularly reviewing the impact of these adjustments, interventions and support and any targets and/or action plans in place for the child
- retaining responsibility for the child and their learning and/or behaviour
- fully implement the school's SEND policy and procedures for identification, monitoring and supporting children with SEND
- taking advice and guidance from the SENDco, where necessary
- liaising with parents/carers of children with SEND

Learning Support Assistants should:

- be fully aware of the school's SEND policy and the procedures for identifying, assessing and making provision for children with SEND
- work as part of a team with the SENDco and the teachers, supporting children's individual needs and ensuring inclusion of children with SEND
- use and keep up-to-date the school's tracking procedures of interventions to provide feedback to teachers/SENDco about children's progress
- seek advice and guidance from the class teacher, SENDco or senior leader at any point to address any concerns about the effectiveness of provision or training needs as part of professional development.

Storing and managing information

Written documents relating to children on the SEND register will be stored in the filing cabinets. SEND records will be passed on to a child's next setting when he/she leaves Kingsclere CE Primary School. The school has a Privacy Policy which applies to all written and electronic child records.

Accessibility

The Disability Discrimination Act, as amended by the SEND and Disability Act 2001, places a duty on all schools to increase, over time, the accessibility of schools for disabled children

and to implement their plans. Schools are required to produce written accessibility plans for their individual school and Local Authorities are under a duty to prepare accessibility strategies covering the maintained schools in their area. The school's Accessibility Policy can be found on the school website.

Complaints

The school has a complaints procedure which applies to complaints about SEND provision. This can be found on the school website.