



POLICY: Special Educational Needs and Disability Information

DATE APPROVED: September 2025

FREQUENCY OF REVIEW: Annually

DATE OF NEXT REVIEW: September 2026

SIGNATURE CHAIR OF GOVERNORS:

Gravin C Brown

SPECIAL EDUCATIONAL NEEDS AND DISABILITY INFORMATION

Our Contribution to the Local Offer

A guide for Parents

FOR OXLEY PRIMARY SCHOOL

VERSION: SEPTEMBER 2025

Address	Oxley Primary School, Thorpe Road, Shepshed, Loughborough LE12 9LU,
Contact Details	01509 502483 office@oxleyprimary.org
Headteacher	Mr D Caldwell
Deputy Headteacher	Mrs L Woolcock
Special Educational Needs Co-ordinator (SENCo)	Mrs S Maisuria
Website Address	www.oxleyprimary.org
Age Range	4-11 years
Ofsted	June 2023 – Good
Designated unit/additional learning support department	No Mainstream Primary
Number of children with a Special Educational Need or Disability	29

Admission arrangements for pupils with a Special educational need and/or disability.

Oxley Primary School strives to be a fully inclusive school. It acknowledges the range of issues to be taken into account in the process of pupil development.

All pupils are welcome, including those with special educational needs and disabilities in accordance with Leicestershire's admission policy. Please follow the link below for further information:

<https://www.leicestershire.gov.uk/education-and-children/schools-colleges-and-academies/school-admissions/school-policies#general-policies>

'How does the setting know if children/young people need extra help? What should I do if I think my child may have special educational needs?'

At Oxley Primary School we aim to provide the very best learning experiences through a broad and balanced curriculum, which meets the needs of all pupils and enables them to fulfil their potential.

We aim to identify areas of need as early as possible, by regularly tracking pupils' progress in class and taking action when a pupil is not making the expected progress for their age. As parents, you may also have your own concerns about your child's development and we encourage you to share these concerns with the school.

In the first instance, the class teacher will talk with you about your child's progress and suggest ways in which they may be supported at school and how you could help at home. Additional support in class or a targeted intervention group may be provided, depending on the individual needs of your child. If difficulties persist, the SEN Co-ordinator (SENCo) will become involved. At this point, there may be a need

for more specific assessments in school. Your child's class teacher and/or the SENCo will discuss the next steps with you and your child.

If you feel that your child has a special educational need, it is really important that you come and talk to us so that we can work together to provide the highest level of care, support and education.

'How does Oxley School identify children with special educational needs?'

Children are identified with special educational needs when their learning difficulty or disability is such that they need provision different from or additional to that which is normally available to pupils of the same age. For some children, SEN can be identified at an early age. For other children and young people, difficulties become evident only as they develop. We are committed to the earliest identification of these needs, so that effective provision can start as soon as possible.

Our SENCo supports staff in their identification of children with special educational needs and disabilities (SEND). If a class teacher thinks that a child might have SEND, they will: monitor the progress of the child; carry out observations; put in appropriate levels of support and include children in small group work that targets their area of need.

The class teacher will also discuss their concerns with parents at the earliest opportunity. If the concerns continue, we may then place your child on the SEN record. There are different levels of placement on the SEND record:

- SEND Support
- Education, Health and Care Plan (EHCP)

This is a graduated response relating to the child's level of need. Children are assessed as to which level they should be placed, by referring to the Local Authority's guidance for the criteria for placement. This tells schools how to work out which level of support children need according to the areas of need they have.

These areas of need include:

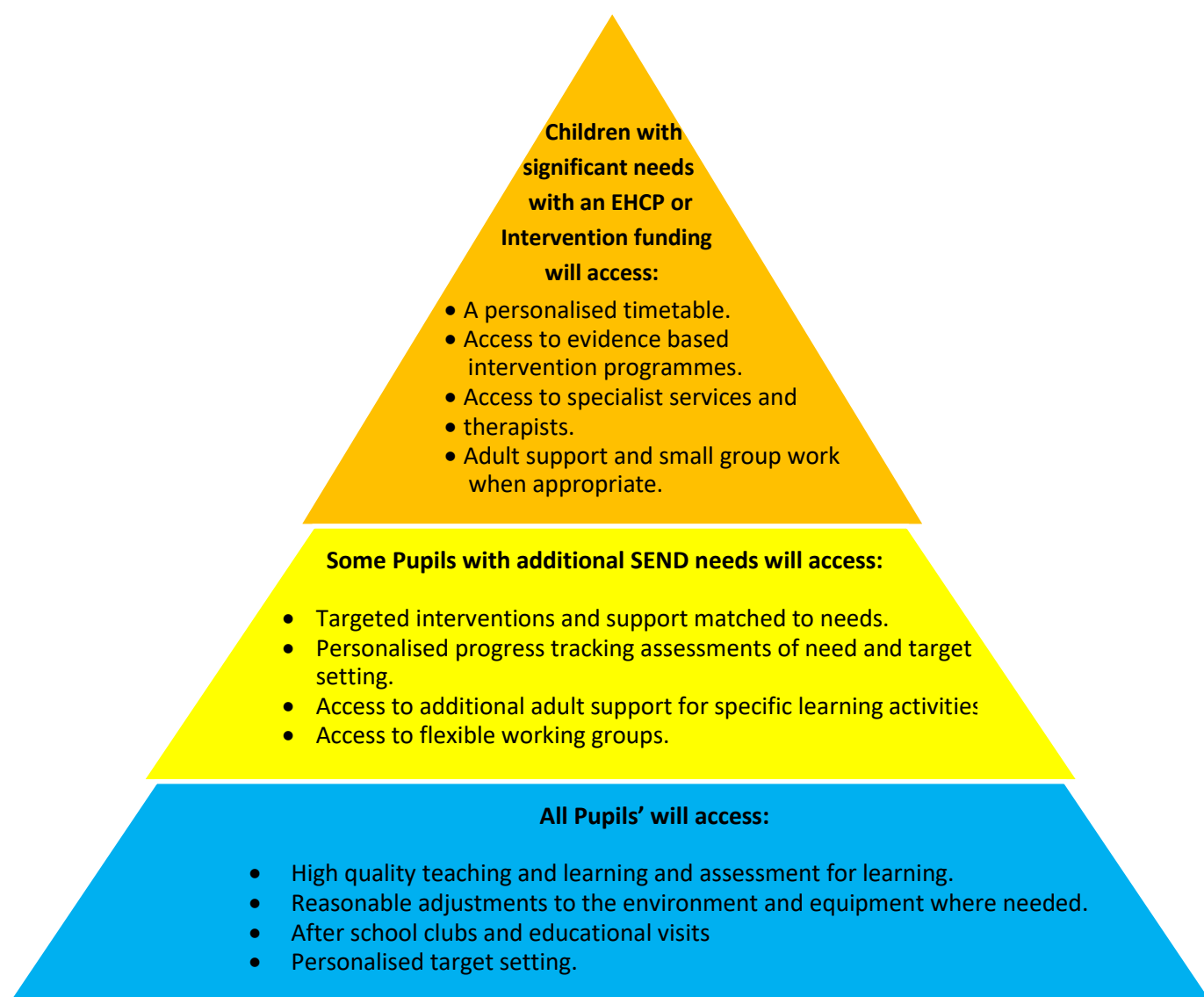
- Communication and Interaction: Autism Spectrum Disorder
- Communication and Interaction: Speech, Language and Communication
- Cognition and learning
- Social, Emotional and Mental Health
- Sensory and/or Physical Needs: Hearing Impairment
- Sensory and/or Physical Needs: Visual Impairment
- Sensory and/or Physical Needs: Physical Disabilities and Medical Difficulties

The class teacher and SENCo will communicate closely in order to provide a targeted approach to supporting your child with any difficulties. The school can also seek further support and advice from other specialist agencies.

‘How will the curriculum be matched to my child’s/young person’s needs?’

Where appropriate, work will be adapted to meet the needs of all pupils, particularly those with SEND. Small group work or one to one support will enable your child to access the curriculum. Tasks will also be individually personalised if appropriate.

Staff recognise that children often work at different speeds and that they may need to use different equipment. Planning and work provided for pupils reflects this. Environments and working areas are also adapted to suit pupils’ needs. In some cases, external agencies may be contacted to help provide a more specialised learning approach.



‘How will both the staff and I know whether my child is doing well and how will you help me to support my child’s learning?’

If your child is identified as having SEN, in addition to in-class support, the specific support needed to address your child’s area of need will be arranged. Interventions are provided in a variety of areas including: reading, maths, writing, communication and social skills. If your child has an EHCP (Education Health and Care Plan), we will put provision in place as outlined in that plan. If your child has a Health Care Plan for a medical condition, the advice and directives will be carefully followed and monitored.

Our SEN support is revised through a four-part process (assess, plan, do, review) and will be considered together during parent’s evenings. Both the parental views and views of the child are gathered as part of the review. Provision will be revised in light of the pupil’s progress and development; taking into account the views of all parties.

We use a range of assessment tools to ensure that our pupils are making progress:

- A whole school tracking system, which allows us to monitor progress made by all of our pupils.
- Classroom observations. Your child’s class teacher is continually checking their progress through marking work and asking questions.
- Monitoring and review of the pupils’ individual targets.
- Discussions with outside agencies, such as the Educational Psychologist, Speech and Language Therapy and Specialist Outreach Services.
- Small Step Tracker, Boxall Profile and Strengths and Difficulties Questionnaires.
- In class assessments and tracking of Maths and Literacy.

‘How does the school approach individual learning?’

Class teachers deliver high quality teaching that is adapted to meet the needs of the individual learner.

We also take into account recommendations from outside agencies when adapting teaching to meet specific needs. If progress for any child is below the level expected, the teacher will make provision that is additional to and different from that provided as part of the usual classroom practice; to enable the pupil to learn more effectively. We also use the advice of outside agencies (Speech and Language, Educational Psychologists, Autism Outreach Service etc.) to make sure that work is accessible to all and meets the needs of specific pupils.

If your child has a SEND Support Plan, we will use this as a way of clearly identifying your child’s needs and work alongside parents and professionals to ensure specific targets are met by personalising the learning experience.

‘How does Oxley School make a decision about the type of SEN and how much support my child will receive?’

All of our classrooms are inclusive and friendly. We aim to teach in ways that will support children with tendencies towards dyslexia, dyspraxia, ASD etc. This is good practice, which supports all children but is vital for those who particularly need it. All of our children have access to the full curriculum and we recognise their achievements in all areas. The curriculum content can be adapted and made accessible by using a range of resources and varying levels of support.

Additional support is tailored to meet the individual needs of pupils. It may include additional support from the teacher and/or teaching assistants; this may be on a 1:1 basis or in small groups depending on the child’s needs. The exact nature of any additional support depends on the pupil’s needs. Teachers will discuss additional provision with parents and pupils. Our aim is to enable the pupil to become more independent in their learning, not over reliant on support, while at the same time accelerating their progress.

‘How will my child be included in activities outside the classroom, including trips?’

We provide a range of extra-curricular activities (clubs, trips and residential visits), which are made available to all pupils. Where necessary, amendments and adaptations are made to meet the needs of all pupils and to ensure they can be fully involved in the experience.

All children are given roles and responsibilities within the school to ensure that they participate in all aspects of school life and feel equally valued.

‘What support will there be for my child’s overall well-being?’

Oxley Primary School strives to support all children with developing their social and emotional needs and it recognised that pupils may require this support at varying times through their school lives. A Mental Health and Well-Being Practitioner is employed to provide targeted support for pupils with social and emotional difficulties, which extends to supporting their families. Where pupils require additional support with developing their social, emotional or mental health the school offers social communication and emotional development interventions such as nurture groups and circle time.

Pupils are treated as individuals and adults work together to meet the academic and pastoral needs of our children. This includes other professionals working with the school such as the School Nurse or Speech and Language Therapist. On occasions it may be necessary for the school to seek advice from other professionals to support a child's needs. If parents and teachers are concerned that a child may have long-term social, emotional or mental health needs, parents may be encouraged to ask their GP for a referral to CAMHS (Child and Adolescent Mental Health Services) or the school may make a referral through services such as the Educational Psychologist or school nurse.

Our pupils' views are very important to us. Those who have an EHC Plan or a SEND Support Plan will be asked their views about the support that they received. All children are encouraged to think about their learning and to recognise their own strengths and areas for development.

'What training has been given to staff supporting SEND or what training are they having?'

We provide support, advice and training for all staff working with pupils with special educational needs to enable them to respond to the needs of all pupils. Training needs of staff are identified through the school's self-evaluation process. All staff undertake an induction process on appointment, including a meeting with the SENCo to explain the school's SEND provision and practice and to discuss the needs of individual pupils. The school's SENCo regularly attends SENCo Network Development meetings and keeps up to date with local and national updates in SEND. Staff training includes:

- Supporting pupils with Autism
- Trauma and Attachment training
- ADHD awareness
- Use of visuals to support learning
- Support pupils with Working Memory needs
- Social group training
- Structured teaching
- Comic strip conversations
- Specific training for individual medical needs
- Social, emotional and well-being training

‘What specialist services and expertise are available at, or accessed by the setting?’

We work in close partnership with a range of agencies to help us provide effective, targeted support. Where a pupil continues to make less than expected progress, the school will consider involving these specialists. Parents, the class teacher and in appropriate cases, the child themselves, will be involved in any decision to involve specialists. Specialist agencies will only be contacted where parents are in agreement.

The SENCo will contact the specialist agencies and ensure that anything discussed or agreed will be recorded and shared with parents, teaching staff and where appropriate, the child.

The cost of accessing specialist agency support will come from the SEN budget and will be monitored by the SENCo and head teacher. Where pupils have an EHC plan, the school will work in close partnership with any specialist agencies that are named on the plan to provide support and specialist advice.

Examples of specialist agencies include:

- Educational Psychologists
- Paediatricians and School Nurse
- Speech and Language Therapists
- Occupational Therapists and Physiotherapists
- Specialist Teachers for children with visual or hearing impairment, multi-sensory impairment, physical disability or behavioural difficulties
- Child and Adolescent Mental Health Services (CAMHS)
- Special School Outreach Services
- Diana Nurse service

‘How accessible is the school both indoors and outdoors?’

Accessibility is reviewed annually as part of our Accessibility Plan.

- There is a disabled toilet, a shower area and changing facilities.
- Routes can be planned around the school premises which allow wheelchair accessibility through the majority of the school.
- We use a range of ICT resources and equipment to ensure that all pupils have full access to the curriculum.
- Parking is available at the front of the school.

‘How will my child’s views be heard?’

We value the contributions our pupils make and recognise that all pupils have the right to be involved in making decisions and exercising choice. We aim to develop confident pupils, who are able to effectively communicate, convey, negotiate and assert their own interests, desires, needs and rights; by becoming increasingly able to make informed decisions and take responsibility for their learning and future.

The school will do this by:

- Supporting pupils to understand their own strengths, needs and approaches to learning and to have the confidence to voice their concerns, hopes and aspirations.
- Teaching children to be active learners through the whole school ‘three before me’ and ‘I can’ principles.
- Providing personalised learning approaches throughout the school; encouraging the development of key skills and attitudes.
- Developing social skills and opportunities to discuss specific aspects of PSHE (Personal, Social, Health and Education).
- Involving pupils with SEN in reviewing their progress and making decisions about future support.
- Including pupil voice in pupils 1-page profiles.
- Ensuring all staff listen to and address any areas raised by children themselves
- Planning in additional support for pupils at key times, for example, when considering and making a referral for a co-ordinated assessment for an EHC Plan and at times of transition into the school or to the next phase of education.
- Seeking pupils’ views through questionnaires, individual and group interview activities.

‘How will Oxley School prepare and support my child’s transfer to a new setting or to the next stage of education and life?’

We fully understand that transition can be very unsettling for a child with SEND and therefore feel that it is very important to ensure that any transition is as smooth as possible. As a result, the following steps are taken:

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

- The EYFS Co-ordinator will visit the pre-schools to establish initial links.
- The SENCo will also attend these meetings and where appropriate, attend annual reviews for pre-school children.
- Your child will make visits to the school in the summer term before they start.
- Parents of children new to EYFS will be invited to attend an information evening in June, prior to their child starting school and will be offered a 1:1 meeting with their child’s class teacher to share any concerns and to discuss possible additional needs.
- We will contact the previous setting to gather information about your child’s additional needs and how best these are supported.

If your child is moving to another school:

- We will contact the school's SENCo and ensure that they know about any special arrangements or support that need to be made for your child.
- Where appropriate, additional visits to the new school may be arranged.
- We will make sure that all records about your child are passed on as soon as possible to the receiving school.

When moving classes in school:

- Information will be passed on to the new class teacher in advance and a planning meeting will take place with the new teacher
- Targeted individual plans and existing education plans will be shared with the new teacher.

In Year 6:

- The SENCo and class teacher will discuss the specific needs of your child with the SENCo of the secondary school.
- Where appropriate, a transition review meeting, to which you will be invited, will take place with the SENCo from the new school.
- Your child will participate in focused learning relating to aspects of transition, to support their understanding of the changes ahead.
- Your child will visit their new school on several occasions and in some cases staff from the new school will visit your child in this school.

'How are parents involved?' Who can I contact for further information?'

We are fully committed to forming meaningful partnerships with parents.

The school will do this by:

- Making parents feel welcome and actively listening to their concerns, wishes and aspirations for their child, instilling confidence and building effective partnerships.
- Inviting parents of pupils with SEND to meet with the class teacher periodically through the year, to set targets and review outcomes of support. Additional appointments can be made with your class teacher and/or SENCo.
- Parents will be invited to attend a SEN parents evening with the SENCo.
- Supporting and guiding parents in ways that they can support their child's learning and development at home.
- Planning additional support for parents at key times, for example, when considering and making a referral for a co-ordinated assessment for an EHC Plan and at transition into the school or to the next phase of education.
- Providing all information shared with parents in a clear accessible way.

The SEND Information Advice and Support Service (SENDIASS) is available to give further impartial advice and support should you need it:

<https://www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability>

‘What is the role of the school governors in meeting the needs of pupils with SEND?’

An identified governor works with the SENCo to monitor the SEND provision across the school and reports their findings back to the governing body.

It is the responsibility of the governors to ask questions about the SEND provision at Oxley and to hold the school accountable for the provision of pupils with SEND.

‘How will I be able to raise any concerns that I may have?’

The normal arrangements for the treatment of complaints at Oxley Primary School are also used for complaints about provision made for special educational needs and disability. We encourage parents to discuss their concerns with the class teacher, SENCo or one of the head teachers to resolve the issue before making the complaint formal.

Please see the Complaints Policy on our website for more information.

‘Where can I find Leicestershire County Council’s Local Offer?’

The Leicestershire Local Offer can be accessed at:

<https://www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability>

If you have any further questions about our provision for SEND pupils, please contact us using the details provided.