



## **SPECIAL EDUCATIONAL NEEDS & DISABILITY POLICY**

<b>UN Convention on the Rights of the Child</b>	
Article 23	You have the right to education and care if you have a disability as well as all the rights in this convention, so that you can live a full life

### **Aim**

At Cranford Park CE Primary School we will ensure that all children are valued equally, regardless of their abilities and/or social, emotional or behavioural needs. The school recognises that all children are entitled to have access to a broad and balanced curriculum which is differentiated to meet their individual needs.

- This policy incorporates the provisions of the revised Children and Families Act 2014: SEND (Special Educational Needs and Disability) Reforms. [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities

[Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN co-ordinators (SENCOs) and the SEN information report

Linked to this policy is the School's '**SEND Information Report**' to Parents which is attached as Appendix 1.

### **Objectives**

- To identify barriers to learning and participation, and endeavour to overcome these to ensure every child achieves success.
- To support the inclusion of children experiencing Special Educational Needs in mainstream school.
- To promote a partnership with parents/carers in assisting their child when in need of Special Educational need and/or Disability (SEND) support.
- To work with the whole school staff to enable the inclusion of all children to achieve their best in becoming more confident and independent learners.
- To listen to the voice of the pupil and include them in the planning of their education.

### **Definition of SEND** (Taken from Code of Practice Page 15)

A child or young person has SEND if they have a learning difficulty which calls for special educational provision to be made for them.

A child of compulsory school age or a young person 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 a mainstream situation.

### **Roles and responsibilities**

**The Governing Body**, in cooperation with the Head teacher, determine the school's general policy and approach to provision for children with SEND, establish the appropriate staffing and funding arrangements and maintain a general oversight of the school's work.

The Governing Body appoint a Governor to take a particular interest in and closely monitor the school's work on behalf of children with SEND.

The SEN governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing board on this
- Work with the headteacher and SENDCO to determine the strategic development of the SEND policy and provision in the school

### **The Head teacher**

- Has overall responsibility for the day-to-day management of all aspects of the school's work, including provision for children with SEND. The Head teacher will keep the Governing Body fully informed and also work closely with the school Special Needs Coordinator and team. The Head Teacher will work with the SENDCO and SEND governor to determine the strategic development of the SEND policy and provision in the school

### **Special Needs and Disabilities Co-Ordinator (SENDCO) and Support Team**

**The Special Needs and Disabilities Co-Ordinator (SENDCO)** is Rebecca Portch, who is a member of staff responsible for the overview of the education of pupils with special educational needs. She works closely with the pupils, parents, Class teachers, Head teacher, Senior Management, SEND Governor and outside agencies.

The Special Needs Co-ordinator's role includes implementing the National Curriculum Inclusion Statement emphasising the importance of providing effective learning opportunities for all pupils and offers three key principles for inclusion:

- Setting suitable learning challenges
- Responding to pupil's diverse needs
- Overcoming potential barriers to learning and assessment for individuals and groups of pupils

The SENDCO monitors the quality of provision and progress of children with SEND.

The SENDCO monitors pupils' progress identifying those in need of additional provisions for Literacy and Numeracy. The role involves working with staff and supporting colleagues to ensure best practice in the preparation of IEPs (Individual Education Plans) and in lesson differentiation so that the needs of all pupils are met. There should also be liaison with pre-school provision,

Key Stage 1, Key Stage 2 and Key Stage 3 schools to ensure a smooth transition for pupils, in conjunction with appropriate Outside Agencies and the LA.

The Special Needs Co-ordinator will co-ordinate the transition planning for pupils who, due to their special needs, could experience difficulties with transition to the next Key Stage or to the next class.

We aim to work in partnership with parents to ensure the best educational provision and support is given to their child.

### **Child Looked After – CLA; also Children in Care – CIC**

This policy recognises that all pupils are entitled to a balanced, broadly based curriculum. The Governing Body will ensure the school makes appropriate provision for all CLA pupils. In order to do this, the school will follow the LA 'best provision protocol' to ensure the setting can meet the needs of the individual child. The Designated Teacher for the CLA (Rebecca Portch) should initiate an Electronic Personal Education Plan – EPEP with co-operation from the social worker. The school will assess the CLA's attainment on entry to ensure the smoothest possible transition and continuation of learning. The school will monitor and track the achievement and attainment of all CLA and EPEPs are to be reviewed, according to their needs, as initiated by the reviewing office or social worker. The young person's views should be sought by the Designated Teacher and noted on the EPEP. The Designated Teacher will know all CLA on the school roll and will have access to their relevant contact details including parents, carers and social worker. The Designated Teacher will also know about any CLA from other authorities. It is important that the school flags CLA status appropriately in the school's information systems so that information is readily available as required.

### **Learning Support Assistants (LSA), Special Needs Assistants (SNA) and Inclusion Assistant (IA)**

The SENDCO leads the Special Needs Team of Learning Support Assistants and Special Needs Assistants who play a vital role in supporting Class teachers and the SENDCO in meeting the special needs of individual pupils.

The team has the specialist skills to deliver catch-up programmes and interventions for Numeracy and Literacy for pupils on the Special Needs register.

L.S.A.s /S.N.A.s monitor the pupil progress rates for the specific intervention programmes they are working on with individual pupils. They also support children with specific programmes recommended by outside agencies including Speech and Language Therapist (SpLT), Occupational Therapist (O.T.), Primary Behaviour Service (P.B.S.), Specialist Teacher Advisors for hearing vision, and physical needs and also the Educational Psychologist (E.P.).

L.S.A.s/S.N.A.s offer support to pupils in the classroom and will contribute to the preparation and review of pupils' I.E.P. targets.

LSAs will also work with other children who do not have Special Needs but may have specific learning programmes developed for them, such as children with programmes recommended by the Ethnic Minority & Traveller Achievement Service (EMTAS).

## **Class teachers**

The Class teacher is the first point of contact for parents who have any concerns about any aspect of their child's progress.

Teachers are responsible and accountable for the progress and development of **all** the pupils in their class. The SEN and Disability Code of Practice (Cop) expects that the vast majority of children's needs will be met through High Quality Teaching that is differentiated and personalised for individual children by the class teacher. Children that need support, in addition to and different from this will be identified as needing SEND support.

We make the following adaptations to ensure all pupils' needs are met:

- Differentiating our curriculum to ensure all pupils are able to access it, for example, by grouping, 1:1 work, teaching style, content of the lesson, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, tablets, task boards, coloured overlays, visual timetables, larger font, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.

The Class teachers are aware of the school procedures for pupil assessment and identification and analysis of the data of pupils with special needs. Curriculum planning should always recognise the learning needs of these pupils.

Where the pupil is on the special needs register and/or requires extra provision, the Class teacher discusses the range of additional support available with the Special Needs Co-ordinator and the support team.

The Class teacher will prepare an Individual Education Plan (IEP) which will be discussed with pupil, parents and Special Needs Manager and reviewed termly.

## **Working in Partnership with parents**

The School is committed to working closely in partnership with parents.

This partnership is a two way process with both parents and the school sharing their concerns for a pupil.

We will inform parents when their child has been identified as having Special Educational Needs and together identify the targets and provision of the IEP on a termly basis.

Where a pupil has an Education and Health Care Plan the parents and outside agencies are involved in regular monitoring of provision and progress and Annual Reviews

Parents who have a concern about their child are encouraged to share this initially with the class teacher or the SENCo; issues can be dealt with quickly and successfully in this way.

If this does not prove possible, the procedure for making a formal complaint is set out in the school guidance document for parents.

## **Identification and Assessment and Provision for children with Special Needs**

The School has a continuous termly cycle for planning, teaching and assessment of pupils which takes account of the wide range of abilities, aptitudes and interests of the pupils.

The assessment process is fourfold, focusing on the pupils' learning characteristics, the learning environment that the school is providing for the pupil, the task and the teaching style.

Pupils experiencing difficulties may be identified through observations and assessments of attainment in the classroom, previous records, formal and informal assessments carried out in school, SATS and test results, reports from health, social services, or other outside agencies. Class teachers will make regular assessments of progress for all pupils and identify those whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better the child's previous rate of progress
- Fails to close the attainment gap between the child and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, social needs. Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN. Pupils with difficulties are highlighted early and further diagnostic assessment is undertaken by the SEND team to identify the provision required for the pupil to progress.

The school follows the Code of Practice criteria for identifying the level of a pupil's need in the four main areas of:

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

The school will follow a graduated response in meeting the needs of pupils identified with SEN.

Pupils may be identified as needing different levels of intervention programmes to support them in Literacy/Numeracy.

Where the pupil meets the criteria, they will be on the special needs register at:

- **School Identification** (class teacher and special needs Co-ordinator monitor an individual pupil's progress)
- **SEN Support** (increased support and differentiation is given to a pupil and / or the involvement of an outside agency to support the pupil and the school)

- **Request for Statutory Assessment of Special Educational Needs to the LA**
- ***Education and Health Care Plan*** (very specific pupil support is required) Having a diagnosis (eg. Dyslexia, ADHD, ASD) does not mean a child needs an EHCP.

The Special Needs Co-ordinator working with the class teacher and the pupil ensures, as far as feasible, that pupils with specific needs have access to a broad and balanced curriculum by providing modified or specialist resources and equipment and/or specific specialist adult support. This individual support is identified on the pupil's Individual Education Plan and will normally be delivered within the classroom by differentiation. Occasionally it may be appropriate for the pupil to be withdrawn for short periods of time to receive specifically targeted teaching.

The School has ongoing Early Years and Key Stage provision maps outlining the specific support available in school, the different areas of needs and different levels of needs for individual pupils.

### **Evaluating the effectiveness of SEND provision**

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

- Reviewing pupils' individual progress towards their goals each term
- Reviewing the impact of interventions after 6 weeks
- Monitoring of SEND pupils' learning journeys by the SENDCO
- Holding SEND parents' meetings twice a year
- Holding annual reviews for pupils with EHC plans
- Seeking the views of pupils and parents through conferencing, discussions and surveys

### **Vulnerable Groups**

Cranford Park recognises that some children will experience greater barriers to learning and may be identified as being vulnerable other than, or as well as, having SEND through e.g.

- English as an Additional Language
- In receipt of Free School Meals (and Ever 6)
- Young Carer
- Domestic turbulence and/or upheaval
- Children with parents in the armed forces

The SENDCo will monitor the progress of all of these children and the school will work in partnership with parents/carers, staff and any appropriate agencies to provide support and interventions that aim to reduce the impact of these difficulties.

### **Links with outside Agencies**

The School actively seeks and values the advice and support given by the outside agencies:

- Hampshire Education Psychology Service
- Primary Behaviour Service
- Children's Services -Social Care
- Speech and Language Service

- Occupational Therapy Service
- Community Paediatrician
- School Nurse
- Outreach Support from specialist schools and teachers

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

All of our extra-curricular activities and school visits are available to all of our pupils.

All pupils are encouraged to go on our residential trip to Runway's End.

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

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

### **Admission arrangements** (See Admission Policy)

### **Complaints about SEND provision**

Complaints about SEND provision in our school should be made to the Head Teacher in the first instance.

They will then be referred to the school's complaints policy.

The parents of pupils with disabilities have the right to make disability discrimination claims to the first-tier SEND tribunal if they believe that our school has discriminated against their children.

They can make a claim about alleged discrimination regarding:

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

### **Allocation of Resources**

The Governing Body ensures that resources are allocated to support the appropriate provision for children with Special Educational Needs and in meeting the objectives set out in this policy.

### **Disability and Discrimination Act (SENDA) (Accessibility Plan)** (see Equality Policy and School Accessibility Plan)

Cranford Park strives to ensure that the culture and ethos of the school are such that, whatever the abilities and needs of members of the school communities, everyone is equally valued and treats one another with respect. Pupils should be provided with the opportunities to experience, understand and value diversity

### **Successful implementation of this policy should be evident by:**

- Progress made by all pupils in all areas of learning, self-esteem and skill levels.
- The positive response of pupils, parents, staff, governors, LA and OFSTED inspections.
- The effective use of resources.
- Through ongoing self-evaluation of the School's special educational needs provision and inclusive policies. This continual review and assessment resulting in improved practice and innovative initiatives for the benefit of pupils and staff.

## **Monitoring Arrangements**

### **By SENCO**

- Tracking the progress made by SEND pupils at each Milestone.
- Reviewing IEPs regularly and discussions with Class teachers about next steps for individuals
- Reviewing provision for pupils with EHCPs through observations, pupil conferencing, discussions with parents and professionals
- Evaluating the success of interventions through analysis of in/out data and discussions with LSAs and teachers
- Observations of provision in class
- Observations of the delivery of interventions

### **By Headteacher**

- Reports from SENDCO
- Analysis of data at each milestone and end of Key Stage
- Observations of provision in class
- Pupil conferencing
- Discussions with staff and parents

### **By Governors**

- SEND governor to meet with SENDCO to discuss impact of provision
- Reviewing data for SEND pupils at the end of milestones and end of key stages
- All governors to report on ethos and culture of the school when conducting monitoring visits, including the involvement and engagement of SEND pupils in all aspects of school life.

*The Governing Body believes that fairness and consistency of judgement is essential to the operation of the school. All members of the school have equality of opportunity to achieve their full potential and will not be discriminated against because of age, disability, gender, sexual orientation, nationality, race, or religion. The Governing Body believes that the school always has to be aware of the potential for unconscious discrimination, to avoid assumptions about individual members of the school based on stereotypes and to use the teaching and learning arrangements actively to encourage everyone to achieve their full potential. All our policies are consistent with our duty of care to protect our pupils and to provide a learning environment that is safe and healthy. In all our dealings, we respect the strict code of confidentiality that underpins our school ethos.*

**Agreed: November 2021**

**Reviewed: November 2022**

**Next review: November 2023**



## APPENDIX 1 - SEND INFORMATION REPORT – November 2022

### 1. Introduction - The kinds of Special Educational Needs and Disabilities for which provision is made at the school.

Cranford Park CE Primary School is a mainstream setting (not a special school). At Cranford Park CE Primary School, we will ensure that all children are valued equally, regardless of their abilities and/or social, emotional or behavioural needs. The school recognises that all children are entitled to have access to a broad and balanced curriculum which is differentiated to meet their individual needs.

	Question	School Response
<b>Information about the school's policies for the identification and assessment of pupils with SEND</b>		
<b>2</b>	<b>How does the school know if children need extra help and what do I do if I think my child has special educational needs?</b>	<p>At Cranford Park CE Primary School children are identified as having SEND through a variety of ways including the following:-</p> <ul style="list-style-type: none"> <li>• Liaison with pre-school/previous school</li> <li>• Child performing below age expected levels</li> <li>• Concerns raised by Parent</li> <li>• Concerns raised by teacher for example behaviour or self-esteem is affecting performance.</li> <li>• Liaison with external agencies i.e. physical</li> <li>• Health diagnosis through paediatrician</li> </ul> <p>If you have concerns about your child ask to speak with the SENDCO.</p> <p><b>The Special Needs and Disabilities Co-ordinator</b> (SENDCO) is a member of staff responsible for the overview of the education of pupils with special educational needs. They work closely with pupils, parents, Class teachers, Head teacher, Senior Management, SEND Governor and outside agencies. The SENDCO's role includes implementing the National Curriculum Inclusion</p>

		<p>Statement emphasising the importance of providing effective learning opportunities for all pupils and offers three key principles for inclusion:</p> <ul style="list-style-type: none"> <li>• Setting suitable learning challenges</li> <li>• Responding to pupils diverse needs</li> <li>• Overcoming potential barriers to learning and assessment for individuals and groups of pupils</li> </ul> <p>The SENDCO monitors the quality of provision and progress of children with SEND.</p>
<p><b>Information about the school's policies for making provision for pupils with SEND whether or not pupils have EHC (Education, Health and Care) plans.</b>  <b>Including</b>  <b>a) How the school evaluates the effectiveness of its provision for such pupils</b>  <b>b) The school's arrangements for assessing and reviewing the progress of pupils with SEND</b></p>		
<p><b>3a</b></p>	<p><b>How will I know how my child is doing?</b></p>	<ul style="list-style-type: none"> <li>• We offer an open door policy where you are welcome any time to make an appointment to meet with either the class teacher or SENDCO and discuss how your child is getting on. We can offer advice and practical ways that you can help your child at home.</li> <li>• We believe that your child's education should be a partnership between parents and teachers, therefore we aim to keep communication channels open and communicate regularly, especially if your child has complex needs.</li> <li>• If your child is on the SEND register (a list of children with SEND held in school) they may have an Individual Education Plan (IEP) which will have individual / group targets. This is discussed on a termly basis and parents are given a copy of the IEP. The targets set are SMART (Specific, Measurable, Achievable, Realistic, Time scaled) targets with the expectation that the child will achieve the target by the time it is reviewed.</li> </ul>

	<ul style="list-style-type: none"> <li>• If your child has complex SEND they may be part of an IPA (Inclusion Partnership Agreement) or have an Education and Healthcare Plan, which means that a formal meeting will take place to discuss your child's progress and a report will be written.</li> </ul>
How does the school know how well my child is doing?	<ul style="list-style-type: none"> <li>• As a school we measure children's progress in learning against National expectations and age related expectations.</li> <li>• The class teacher continually assesses each child and notes areas where they are improving and where further support is needed. As a school, we track children's progress from entry at Year R through to Year 6, using a variety of different methods including Reading and Spelling ages and those at Age Related Expectations (ARE) in Maths and English.</li> <li>• Children who are not making expected progress are picked up through Review meetings with the Class teacher and Deputy / Head teacher. In this meeting a discussion takes place concerning why individual children are experiencing difficulty and what further support can be given to aid their progression.</li> <li>• When the child's IEP is reviewed comments are made against each target to show what progress the child has made. If the child has not met the target, the reasons for this will be discussed, then the target may be adapted into smaller steps or a different approach may be tried to ensure the child does make progress.</li> </ul>
How are the governors involved and what are their responsibilities?	<p>The SENDCo reports to the Governors regularly to inform them about the progress of children with SEND; this report does not refer to individual children and confidentiality is maintained at all times.</p> <ul style="list-style-type: none"> <li>• One of the Governors is responsible for SEND and meets regularly with the SENDCo. They also report to the Governors to keep all informed.</li> <li>• The Governors agree priorities for spending within the SEN budget with the overall aim that all children receive the support they need in order to make progress.</li> </ul>

	<p><b>3b) How will you help me to support my child's learning?</b>          What opportunities will there be for me to discuss my child's progress?</p>	<ul style="list-style-type: none"> <li>• Our SENDCO oversees all support and progress of any child requiring additional support across the school.</li> <li>• The class teacher will oversee, plan and work with each child with SEND in their class to ensure that progress in every area is made.</li> <li>• There may be a Learning Support Assistant (LSA) working with your child either individually or as part of a group; if this is seen as necessary by the class teacher.</li> <li>• The class teacher will meet with parents at least on a termly basis (this could be as part of Parent's evening) to discuss your child's needs, support and progress.</li> <li>• For further information the SENDCO is available to discuss support in more detail.</li> </ul>
<p><b>The School's approach to teaching pupils with SEND</b></p>		
<p><b>3c</b></p>	<p><b>How will the school staff support my child?</b>           What are the school's approaches to differentiation and how will that help my child?</p>	<ul style="list-style-type: none"> <li>• We are an inclusive school; we welcome and celebrate diversity. All staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring, understanding team looking after our children.</li> <li>• All work within class is pitched at an appropriate level so that all children are able to access according to their specific needs. Typically this might mean that in a lesson there would be three different levels of work set for the class, however on occasions this can be individually differentiated.</li> <li>• The benefit of this type of differentiation is that all children can access a lesson and learn at their level.</li> </ul>
<p><b>How the school adapts the curriculum and learning environment for pupils with SEND</b></p>		
<p><b>3d</b></p>	<p><b>How will the curriculum be matched to my child's needs?</b></p>	<ul style="list-style-type: none"> <li>• The Class teacher is the first point of contact for parents who have any concerns about any aspect of their child's progress and the curriculum that is taught.</li> </ul>

		<ul style="list-style-type: none"> <li>• Class teachers have the principal role in the planning and delivery of appropriately differentiated teaching for the children with special needs in their class.</li> <li>• The Class teachers are aware of the school procedures for pupil assessment and identification and analysis of the data of pupils with special needs. Curriculum planning should always recognise the learning needs of all pupils.</li> <li>• Where the pupil is on the special needs register, the Class teacher discusses the range of additional support available with the SENDCO and the support team.</li> <li>• The Class teacher may prepare an Individual Education Plan (IEP) which will be discussed with pupil, parents and SENDCO and reviewed termly.</li> </ul>
	How will my child be included in activities outside the classroom including school trips?	<ul style="list-style-type: none"> <li>• All children are included in all parts of the school curriculum and we aim for all children to be included on school trips. We will provide the necessary support to ensure that this is successful.</li> <li>• A risk assessment is carried out prior to any off site activity to ensure everyone's health &amp; safety will not be compromised. In the unlikely event that it is considered unsafe for a child to take part in an activity, then alternative activities which will cover the same curriculum areas will be provided in school.</li> </ul>
<b>Additional support for learning that is available to pupils with SEND</b>		
<b>3e</b>	<b>How is the decision made about what type of and how much support a child will receive?</b>	<ul style="list-style-type: none"> <li>• The class teacher alongside the SENDCo will discuss the child's needs and what support would be appropriate.</li> <li>• Different children will require different levels of support in order to bridge the gap to achieve age expected levels.</li> <li>• This will be through on-going discussions with parents</li> </ul>

<b>Support that is available for improving the emotional and social development of pupils with SEND</b>		
<b>3f</b>	<b>What support will there be for my child's overall wellbeing?</b>	<ul style="list-style-type: none"> <li>• The class teacher has overall responsibility for the pastoral, medical and social care of every child in their class, therefore this would be the parents' first point of contact. If further support is required the class teacher liaises with the SENDCo for further advice and support. This may involve working alongside outside agencies such as Health and Social Services, and/or the Primary Behaviour Service.</li> <li>• The school also has an ELSA (Emotional Literacy Support Assistant) who works under the direction of the SENDCo, with vulnerable children and parents during the school day.</li> <li>• The school also employs a qualified counsellor for one afternoon a week, who works with children who have more complex emotional needs or for whom ELSA support has not had sufficient impact or is not deemed appropriate.</li> </ul>
	How does the school manage the administration of medicines?	<p>The school has a policy regarding the administration and management of medicines on the school site.</p> <ul style="list-style-type: none"> <li>• Parents need to contact the class teacher if medication is recommended by Health Professionals to be taken during the school day.</li> <li>• On a day to day basis the Admin Staff generally oversee the administration of any medicines.</li> <li>• As a staff we have regular training and updates of conditions and medication affecting individual children so that all staff are able to manage medical situations.</li> </ul>
	What support is there for behaviour, avoiding exclusion and increasing attendance?	<p>As a school we have a very positive approach to all types of behaviour with a clear reward system that is followed by all staff and pupils.</p> <ul style="list-style-type: none"> <li>• If a child has behavioural difficulties an Individual Behaviour Management Plan (IBMP) may be written alongside the child and Parents to identify the specific</li> </ul>

		<p>issues, put relevant support in place and set targets. The Inclusion Assistant may work alongside the Class teacher, children and parents to implement the behaviour plan</p> <ul style="list-style-type: none"> <li>• After any behaviour incident we expect the child to reflect on their behaviour with an adult, often completing a reflection form. This helps to identify why the incident happened and what the child needs to do differently next time to change and improve their behaviour.</li> <li>• Attendance of every child is monitored on a daily basis by the Admin department and our Inclusion Assistant. Lateness and absence are recorded and reported upon to the Head teacher. Support is given by the Inclusion Assistant through incentive schemes where good attendance is actively encouraged throughout the school.</li> </ul>
<b>The name and contact details of the School Special Educational Needs and Disabilities Coordinator</b>		
<b>4</b>	<b>Who is and how do I contact the SENCO?</b>	The SENDCO is Miss Rebecca Portch. She can be contacted via the school office on 01252 870536 or via email, <a href="mailto:SENCO@cranfordpark.hants.sch.uk">SENCO@cranfordpark.hants.sch.uk</a>
<b>Information about the expertise and training of staff in relation to children with SEND.</b>		
<b>5</b>	<b>What training is provided for staff supporting children with SEND?</b>	<ul style="list-style-type: none"> <li>• Our SENDCO has undertaken the National SENCO accreditation award.</li> <li>• We have a member of staff trained as ELSA who receives regular support from the Educational Psychologist.</li> <li>• Several members of staff have had training in delivering Speech &amp; Language programmes from Speech &amp; Language therapists.</li> <li>• The majority of staff have received training in Occupational Therapy, Physiotherapy and Speech and Language</li> <li>• All of our LSAs have had training in delivering reading and spelling / phonics and/or Maths programmes.</li> <li>• The majority of our LSAs have undertaken training on understanding pupils with ASD</li> </ul>

		<ul style="list-style-type: none"> <li>All support staff receive regular training and updates led by the SENDCO and outside agencies.</li> </ul>
<b>Information about how equipment and facilities to support children with SEND are secured.</b>		
<b>6</b>	<p><b>How accessible is the school environment?</b> What specialist services and expertise are available at or accessed by the school?</p>	<ul style="list-style-type: none"> <li>The school site is wheelchair accessible with a disabled toilet large enough to accommodate changing. The school is all on one level.</li> <li>The school has a disabled parking bay for blue badge holders.</li> <li>We liaise with EMTAS (Ethnic Minority and Traveller Achievement Service) who assist us in supporting our families with English as an additional language.</li> <li>As a school we work closely with any external agencies that we feel are relevant to individual children's needs within our school including: - Behaviour Intervention; Health including – GPs, school nurse, clinical psychologist, paediatricians, speech &amp; language therapists; occupational therapists; social services including - Locality Teams, social workers and Educational Psychologists. If advised by these agencies when possible we will use them to secure additional equipment to support a child.</li> </ul>
	How are the school's resources allocated and matched to children's SEN needs?	<ul style="list-style-type: none"> <li>We ensure the needs of all children who have SEND are met to the best of the school's ability with the funds available.</li> <li>We have a team of LSAs who are funded from the SEND budget and deliver programmes designed to meet groups of children's needs.</li> <li>The budget is allocated on a needs basis. The children who have the most complex needs are given the most support, often involving an LSA.</li> </ul>
<b>The arrangements for consulting parents of children with SEND and involving them in the education of their child.</b>		
<b>7</b>	<b>How are parents currently involved in school?</b>	The school has an 'open door' policy and parents are welcome to come into school and support their child throughout the year at various events. Parents are invited to Parents' Evenings, Open days etc throughout the year.



	<b>How can I get involved and who can I contact for further information?</b>	If you would like to come into school, speak with your child's class teacher in the first instance.
<b>Arrangements for consulting young people with SEND about and involving them in education</b>		
<b>8</b>	<b>How are young people involved in their education?</b>	<p>We are a Rights Respecting school where we value and celebrate each child being able to express their views on all aspects of school life. This is usually carried out through the School Council which has an open forum for any issues or viewpoints to be raised.</p> <ul style="list-style-type: none"> <li>• Children who have IEPs (Individual Education Plans) discuss and set their targets with their class teacher.</li> <li>• There is an annual pupil questionnaire where we actively seek the viewpoints of children, especially concerning being able to speak to an adult if they have a worry and whether they have support in school and get to do things that they are good at.</li> <li>• If your child has an IPA (Inclusion Partnership Agreement) or Statement of SEND their views will be sought before any review meetings</li> </ul>
<b>Arrangements made by the governing body relating to the treatment of complaint from parents of pupils with SEND</b>		
<b>9</b>	<b>What steps should I take if I have a concern about the school's SEND provision?</b>	<ul style="list-style-type: none"> <li>• Talk to us – firstly contact your child's class teacher then contact the SENDCO, Key Stage leaders or Deputy / Head teacher.</li> <li>• We pride ourselves on building positive relationships with parents. We are open and honest with parents and hope that they are able to be the same with us.</li> <li>• If you don't feel, after talking to us, that your issues has been resolved you can complain using the school's complaints procedure that can be found on our school website or by asking at the school office.</li> </ul>
<b>The school's arrangements for supporting pupils with SEN in transferring between phases of education.</b>		
<b>10</b>	<b>How will the school prepare and support my child when joining the</b>	<ul style="list-style-type: none"> <li>• We encourage all new children to visit the school prior to starting when they will be shown around the school.</li> </ul>

	<p><b>school and transferring to a new school?</b></p>	<ul style="list-style-type: none"> <li>• We write social stories with children if transition is potentially going to be difficult; to help them understand what is about to change and introduce them to new people and environments.</li> <li>• When children are preparing to leave us for a new school, typically to go to Secondary education, we arrange additional visits. Our 'feeder' secondary schools, Yateley School and Frogmore College, run programmes specifically tailored to aid transition for the more vulnerable pupils.</li> <li>• We liaise closely with Staff when receiving and transferring children to different schools ensuring all relevant paperwork is passed on and all needs are discussed and understood.</li> <li>• If your child has complex needs then an IPA (Inclusion Partnership Agreement) or EHCP review will be used as a transition meeting during which we will invite staff from both schools to attend.</li> </ul>
<p><b>Information on where the Local Authority's Local Offer is published</b></p>		
<p><b>11</b></p>	<p><b>Where can I get further information about services for my child?</b></p>	<ul style="list-style-type: none"> <li>• Look at the SEND policy on our website <a href="http://www.cranfordpark.hants.sch.uk">www.cranfordpark.hants.sch.uk</a></li> <li>• Look at the LA's Local offer on the SEN website <a href="http://www3.hants.gov.uk/childrens-services/specialneeds/sen-home.htm">http://www3.hants.gov.uk/childrens-services/specialneeds/sen-home.htm</a></li> <li>• Contact Parent Partnership - <a href="http://www3.hants.gov.uk/parentpartnership">www3.hants.gov.uk/parentpartnership</a></li> <li>• Contact IPSEA (Independent Parental Special Education Advice) - <a href="http://www.ipsea.org.uk/">www.ipsea.org.uk/</a></li> </ul>