

St Paul's CE (VC) First School Coven



SEND Policy 2024-2025

At St Paul's, our welcoming Christian community, accepts and enables all to flourish to achieve their God-given potential. We develop independent and resilient learners, who lovingly respect each other with care and kindness. All are invited to make a difference in the world in which they live following in the footsteps and teachings of Jesus Christ.

"Love your neighbour as yourself." - Luke 10:27

Date policy last reviewed: November 2024

Signed by:



Headteacher

Date: 27th November 2024



Chair of LAC

Date: 27th November 2024

Intent

St Paul's First School values all pupils and celebrates diversity of experience, interest and achievement. All pupils need to experience praise, recognition and success, and pupils with SEND have equal entitlement to this.

This policy outlines the framework for the school to meet its duty, obligation and principal equality values to provide a high-quality education to all of its pupils, including pupils with SEND, and to do everything it can to meet the needs of pupils with SEND.

Through successful implementation of this policy, the school aims to:

- Eliminate discrimination.
- Promote equal opportunities.
- Foster good relationships between pupils with SEND and pupils without SEND.
- Promote inclusion

Objectives

The school will endeavor to ensure that staff in the school are able to identify and provide for those pupils who have special educational needs.

- To allow pupils with special educational needs to join in the activities of the school together with pupils who do not have special educational needs.
- Ensure that parents are notified of a decision by the school that SEND provision is being made for their child.
- To work in partnership with parents. All parents of children with special educational needs will be treated as partners and supported to play an active and valued role in their children's education.
- Ensure the children understand their targets and how to meet them.
- To take into account legislation related to SEND including the SEND code of practice 2015.

1. Legal framework

1.1. This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2015 part 3
- Health and Social Care Act 2012
- Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- Special Educational Needs and Disability code of practice (Amendment) Regulations 2015
- Special Educational Needs (Personal Budgets) Regulations 2014
- Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Data Protection Act 2018
- The General Data Protection Regulation 2018

1.2. This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2017) 'Supporting pupils at school with medical conditions'
- DfE (2020) 'Keeping children safe in education'
- DfE (2018) 'Working together to safeguard children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2015) 'School admissions code'

1.3. This policy operates in conjunction with the following school policies:

- Admissions Policy

- Equal Opportunities and diversity Policy
- GDPR Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy
- Safeguarding Policy
- EYFS SEND Policy
- Behaviour policy
- Complaints Policy
- Accessibility Plan
- Emergency Evacuation plan

This policy should be read in conjunction with the Local Offer (SEND Information Report), that is published on the website. The Local Offer provides a detailed insight into the specific mechanisms to support young people with SEND within each Trust school.

The Equality Act 2010 brought together a range of previous acts into a single act, aiming to harmonise and strengthen discrimination law and support progress on equality.

Schools have a legal responsibility:

- To make reasonable adjustments to ensure that disabled pupils are not at a substantial disadvantage
- To not treat disabled pupils 'less favourably'

Disability discrimination is less favourable treatment than that received by someone else for a reason related to the pupil's disability when it cannot be justified.

2. Identifying SEND

Defining special educational needs

The SEND code of practice (2015) states that;

‘A child or young person has SEN 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 he or she;

- Has a significantly greater difficulty in learning than the majority of others of the same age

- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions' (SEND code of practice: 0 to 25 years, 2015)

Our Graduated Response

The first response to student/pupils who are not making expected levels of progress, should be the teacher adapting their approach to target the student/pupil's specific weakness. This is known as 'Quality First Teaching'. If student/pupils continue to struggle to make expected progress, the SENCO will work with staff to assess whether the student/pupil meets the definition of Special Educational Needs or Disability. We then follow a cycle of Assess, Plan, Do and Review:

- Assess - In line with school procedures, school staff will carry out or request additional assessments of a student/pupil to identify an area of need.
- Plan - Once the assessment part of the process has been completed, the pupil's needs are determined in a consultation meeting with staff and parents. Actions will be agreed and, if appropriate, an individual support plan (ISP) will be created and the pupil will be placed on the school's SEND register.
- Do – The Individual support plan is then followed for an agreed period of time. This is shared with all members of staff, with teaching staff taking responsibility for its implementation. The SENCO supports all staff and are responsible for the quality assurance of ISPs and ensuring that statutory requirements are met.
- Review – The effectiveness of support and intervention is reviewed regularly with staff and parents. This is an opportunity to assess the impact of any intervention and this the cycle begins again. Following a review a new plan is implemented if one is needed and the SEND register is updated appropriately.

The SENCO will respond to concerns raised by parents, student/pupils or any member of our staff, to ensure that student/pupils who may have SEND are identified as early as possible. The SENCO will signpost outside agency or medical support for parents to pursue diagnosis for different learning needs and/or disability, or where appropriate, instigate formal diagnostic testing themselves.

3. Definitions of SEND

- 3.1. Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities.
- 3.2. The school reviews how well equipped we are to provide support across the following areas:
 - Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health difficulties

- Sensory and physical needs

Communication and interaction

- 3.3. Pupils with speech, language and communication needs (SLCN) have difficulty in communicating with others, often because they have difficulty saying what they want, they cannot understand what is being said to them, or they do not understand or use social rules of communication.
- 3.4. The school recognises that:
 - Pupils with Autism Spectrum Disorder (ASD) can have particular difficulties with social interaction.
 - The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some, or all the different aspects of speech, language or social communication at different times of their lives.
- 3.5. The SENCO and class teacher will work with pupils, parents and language and communication experts (where necessary) to ensure pupils with communication and interaction difficulties reach their potential.

Cognition and learning

- 3.6. The school understands that learning difficulties cover a wide range of needs, such as moderate learning difficulties (MLD), severe learning difficulties (SLD) and profound and multiple learning difficulties (PMLD). The SENCO and class teacher will ensure that any provision offered will be suitable to the needs of the pupil.
- 3.7. 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, emotional and mental health difficulties

- 3.8. Pupils may experience a wide range of social and emotional difficulties that manifest themselves in many ways, including becoming withdrawn or isolated, or displaying challenging, disruptive and disturbing behaviour.
- 3.9. The school recognises that these behaviours may reflect underlying mental health difficulties such as anxiety or depression, and the school will implement a [**Social, Emotional and Mental Health \(SEMH\) Policy**](#) to support pupils with these difficulties.

Sensory or physical needs

- 3.10. Impairments that prevent or hinder pupils from using the school facilities, such as vision impairment (VI) or hearing impairments,. The school will ensure staff understand that:

- Some conditions can be age-related and can fluctuate over time.
- A pupil with a disability is covered by the definition of SEND if they require special educational provision.

4.Roles and responsibilities

3.11. The governing body will be responsible for:

- Communicating with pupils with SEND and their parents when drawing up policies that affect them.
- Identifying, assessing and making provision for all pupils with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a pupil's SEND.
- Designating an appropriate member of staff to be the SENCO and having responsibility for coordinating provision for pupils with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Making reasonable adjustments for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with an Equal Opportunities Policy.
- Preparing the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the school for pupils with disabilities.
- Regularly monitoring the school's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
- Preparing the accessibility plan, showing how the school intends to progressively improve access over time.
- Publishing annual information, setting out the measures and facilities to assist access for pupils with disabilities on the school's website.
- Publishing annual information about the arrangements for the admission of pupils with SEND, the steps taken to prevent pupils being treated less favorably than others, the facilities provided to assist pupils with SEND, and the school's accessibility plan on the school's website.

- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and pupils.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan.
- Ensuring arrangements are in place to support pupils at school with medical conditions, in line with the school's Supporting Pupils with Medical Conditions Policy.
- Cooperating with the LA in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the school's arrangements for SEND.
- Preparing the SEND information report and publishing it on the website.

3.12. The headteacher will be responsible for:

- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Cooperating with the LA during annual EHC plan reviews.
- Ensuring that the SENCO has sufficient time and resources to carry out their functions.
- Providing the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Assisting the governing body in appointing a designated teacher for LAC and post LAC, who will work closely with the SENCO, if this is not the same person, to ensure that the needs of the pupils are fully understood by relevant school staff.
- Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils.
- Ensuring teachers have an established understanding of different types of SEND.

- Ensuring that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with SEND.
- Ensuring that pupils with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
- Establishing and maintaining a culture of high expectations and including pupils with SEND in all opportunities available to other pupils.
- Consulting health and social care professionals, pupils and parents to ensure the needs of children with medical conditions are effectively supported.
- Keeping parents and relevant teachers up-to-date with any changes or concerns involving a pupil, considering the school's GDPR Policy.
- Identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Reporting to the governing body and SUAT on the impact of SEND policies and procedures, including on pupils' mental health and wellbeing.
- Ensuring that the SENCO is provided with training, with an emphasis on mental health, on an annual basis.

3.13. The SENCO will be responsible for:

- Collaborating with the governing body and headteacher, to determine the strategic development of the SEND policy and provision in the school.
- Working with the relevant governors and the headteacher to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating the specific provision made to support individual pupils with SEND, including those with EHC plans.
- Liaising with the relevant, designated teacher where an LAC has SEND.
- Advising on a graduated approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with the parents of pupils with SEND.
- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.

- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that pupils and their parents are informed about the options, and a smooth transition is planned.
- Providing professional guidance to colleagues and working closely with staff members, parents and other agencies, including SEND charities.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the school, together with those who do not have SEND and that reasonable adjustments are made so that this is possible.
- Ensuring that the school keeps the records of all pupils with SEND up-to-date, in line with the school's GDPR Policy.
- Informing the parents of pupils with SEND, who do not have an EHC plan, that SEND provision is being made.
- In collaboration with the headteacher, identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant class teachers.
- Supporting teachers in the further assessment of a pupil's particular strengths and weaknesses, and advising on effective implementation of support.

3.14. Classroom teachers will be responsible for:

- Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents, the SENCO, outside agencies and, where appropriate, the pupils themselves.
- Setting high expectations for every pupil and aim to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.
- Ensuring every pupil with SEND is able to study the full national curriculum.

- Being accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEND they are working with.
- Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern.

4.Children with specific circumstances

LAC and post LAC

- 3.15. Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA. Any child who has been previously looked after at any point for any length of time is defined as post LAC.
- 3.16. The school recognises that children that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.
- 3.17. The school has a designated member of staff for coordinating the support for LAC.
- 3.18. Where that role is carried out by a person other than the SENCO, designated teachers should work closely with the SENCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

EAL

- 3.19. The school gives particular care to the identification and assessment of the SEND of pupils whose first language is not English.
- 3.20. It is necessary to consider the pupil within the context of their home, culture and community.
- 3.21. Where there is uncertainty about an individual pupil, the school will make full use of any local sources of advice relevant to the ethnic group concerned, drawing on community liaison arrangements wherever they exist.
- 3.22. The school appreciates having EAL is not equated to having learning difficulties. At the same time, when pupils with EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties.
- 3.23. The school will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of English that is used there or arise from SEND.

4. Admissions

- 4.1. The school will ensure it meets its duties set under the 'School Admissions Code' by:
 - Not refusing admission for a child that has named the school in their EHC plan.
 - Considering applications from parents of children who have SEND but do not have an EHC plan.
 - Adopting fair practices and arrangements in accordance with the 'School Admissions Code' for the admission of children without an EHC plan.
- 4.2. Arrangements for the fair admissions of pupils with SEND are outlined in the Admissions Policy and will be published on the school website.

5. Involving pupils and parents in decision-making

- 5.1. Parents of pupils with SEND are encouraged to share their knowledge of their child; the headteacher and SENCO will aim to give them the confidence that their views and contributions are valued and will be acted upon.
- 5.2. Parents will always be formally notified when the school provides their child with SEND support.
- 5.3. Decisions on whether the school will commission added provisions will be discussed thoroughly with the LA, parents and, when appropriate, the pupil involved.
- 5.4. Decisions about education will not unnecessarily disrupt a pupil's education or any health treatment underway.
- 5.5. The planning that the school implements will help parents and pupils with SEND express their needs, wishes and goals, and will:
 - Focus on the pupil as an individual, not allowing their SEND to become a label.
 - Be easy for pupils and their parents to understand by using clear, ordinary language and images, rather than professional jargon.
 - Highlight the pupil's strengths and capabilities.
 - Enable the pupil, and those who know them best, to say what they have done, what they are interested in and what outcomes they are seeking in the future.
 - Tailor support to the needs of the individual.
 - Organise assessments to minimise demands on families.

- Bring together relevant professionals to discuss and agree together the overall approach.
- Offer support via QFT, small group support or individually.

6. Joint commissioning, planning and delivery

- 6.1 The school is committed to ensuring that pupils with SEND can achieve their ambitions and the best possible educational outcomes, as well as other opportunities, such as securing employment and living as independently as possible.
- 6.2 The school will work closely with local education, health and social care services to ensure pupils get the right support.
- 6.3 The school assists the LA in carrying out their statutory duties under the Children and Families Act 2014, by ensuring that services work together where this promotes children and young people's wellbeing or improves the quality of special educational provision (Section 25 of the Children and Families Act 2014).
- 6.4 The school will plan, deliver and monitor services against how well outcomes have been met, including, but not limited to:
- Improved educational progress and outcomes for children and young people with SEND.
 - Increasing the identification of pupils with SEND prior to school entry.
- 6.4 Where pupils with SEND also have a medical condition, their provision will be planned and delivered in coordination with the EHC plan.
- 6.5 SEND support will be adapted and/or replaced depending on its effectiveness in achieving the agreed outcomes.

7 Funding

- 7.1 The school will allocate the appropriate amount of core per-pupil funding and notional SEND budget outlined in the Local Offer for the SEND provision of its pupils.
- 7.2 Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.
- 7.3 Additional funding may be applied for if the school is providing support in excess of the notional SEND budget.
- 7.4

8 Local Offer

8.1 In developing and reviewing the Local Offer, the school will adopt the following approach:

- **Collaborative:** The school will work with LAs, parents and pupils in developing and reviewing the Local Offer. The school will also co-operate with those providing services.
- **Accessible:** The published Local Offer will be easy to understand, factual and jargon free. It is structured in a way that relates to pupils' and parents' needs (for example by broad age group or type of special educational provision). It will be well signposted and publicised.
- **Comprehensive:** Parents and pupils will know what support can be expected to be available across education, health and social care from age 0 to 25 and how to access it. The Local Offer will include eligibility criteria for services, where relevant, and make it clear where to go for information, advice and support, as well as how to make complaints about provision or appeal against decisions.
- **Up-to-date:** When parents and pupils access the Local Offer, it is important that the information is up-to-date.

9 EHC Assessment

9.1 The school will, in consultation with the pupil's parents, request a statutory assessment of SEND where the pupil's needs cannot be met through the resources normally available within the school.

9.2 Consideration of whether SEND provision is required, and thus an EHC plan, will start with the desired outcomes and the views of the parents and pupil.

9.3 The school will meet its duty to respond to any request for information relating to a statutory assessment within six weeks of receipt.

9.4 The school will gather advice from relevant professionals about the pupil concerned, including their education, health and care needs, desired outcomes and any special education, health and care provision that may be required to meet their identified needs and achieve desired outcomes.

9.5 In tracking the learning and development of pupils with SEND, the school will:

- Base decisions on the insights of the pupil and their parents.
- Set pupils challenging targets.
- Track their progress towards these goals.
- Review additional or different provisions made for them.

- Promote positive personal and social development outcomes.
 - Base approaches on the best possible evidence, and ensure that they are having the required impact on progress.
- 9.6 Detailed assessments will identify the full range of the individual's needs, not just the primary need.
- 9.7 Where possible, pupils' needs will be defined under the 'SEND Code of Practice: 0 to 25 years' broad areas of need:
- Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health difficulties
 - Sensory and/or physical needs
- 9.8 Where a pupil continually makes little or no progress, or is working substantially below expected levels, the school will consult with parents before involving specialists.

10. EHC plans

- 10.1 The school will fully cooperate with the LA when research about the pupil is being conducted.
- 10.2 The school will provide the LA with any information or evidence needed.
- 10.3 All relevant teachers will be involved in contributing information to the LA.
- 10.4 If the school decides to implement an EHC plan, the parents and the pupil will be informed, including the reasons for this decision.
- 10.5 The school will meet its duty to provide parents or the individual pupil with 15 calendar days to consider and provide views on a draft EHC plan.
- 10.6 If the decision is taken not to issue an EHC plan, the school will consider and implement the recommendations of feedback from the LA regarding how the pupil's outcomes can be met through the school's existing provision.
- 10.7 If the LA decides not to issue an EHC plan, the parents of the pupil, or the pupil themselves, will be informed within a maximum of 16 weeks from the initial request of an EHC assessment.
- 10.8 The school will ensure that all those teaching or working with a pupil named in an EHC plan are aware of the pupil's needs and that arrangements are in place to meet them. School will be guided by the EHC plan, ensuring

provision listed is provided in school. Support will be provided as identified in the EHC by a team of support staff in school, if individual support is required this may not be by just 1 staff member but by a member of the support team.

- 10.9 All reasonable provisions will be taken by the school to provide a high standard of education. This provision can be implemented as directed by the EHC, by reasonable adjustments, targeted resources, small group support and or individual support.
- 10.10 Staff will be briefed about any potential problems and a procedure will be put into place to deal with certain situations.
- 10.11 The school will specify the outcomes sought for a pupil in terms of specific, measurable, achievable, realistic and time scaled (SMART) outcomes.
- 10.12 If a pupil's needs significantly change, the school will request a re-assessment of an EHC plan at least six months after an initial assessment.
- Thereafter, the governing body or headteacher will request the LA to conduct a re-assessment of a pupil whenever they feel it is necessary.
 - Following the re-assessment, a final EHC plan will be issued within 14 weeks from the request being made.
- 10.13. The school will ensure that any EHC plan information is kept confidential and on a need-to-know basis.
- 10.14 Information regarding a pupil's EHC plan will only be shared with other educational institutions if the pupil is transferring there, for the institute to develop an individual learning plan.
- 10.15 The school will take steps to ensure that pupils and parents are actively supported in developing and reviewing EHC plans.
- 10.16 Where necessary, the school will provide support from an advocate to ensure the pupil's views are heard and acknowledged.
- 10.17 The school will ensure that parents are consistently kept involved throughout the implementation of an EHC plan.

11. Reviewing the EHC plan

11.1 The school will:

- Cooperate with the relevant individuals to ensure an annual review meeting takes place, including convening the meeting on behalf of the LA if requested.
- Ensure that the appropriate people are given at least two weeks' notice of the date of the meeting.

- Contribute any relevant information and recommendations about the EHC plan to the LA, keeping parents involved at all times.
- Ensure that sufficient arrangements are put in place at the school to host the annual review meeting.
- Cooperate with the LA during annual reviews.
- Lead the review of the EHC plan in order to create the greatest confidence amongst pupils and their family.
- Seek advice and information about the pupil prior to the annual review meeting from all parties invited, and send any information gathered to all those invited, at least two weeks in advance of the meeting.
- Prepare and send a report of the meeting to everyone invited within four weeks of the meeting, which sets out any recommendations and amendments to the EHC plan.
- Provide the LA and parents with any evidence to support the proposed changes and giving those involved at least 15 days to comment and make representations.
- Clarify to the parents and pupil that they have the right to appeal the decisions made in regards to the EHC plan.

12 Training

- 12.1 Relevant staff members will keep up-to-date with any necessary training, which will be provided by the SENCO as well as external agencies, where appropriate.
- 12.2 Training will cover both the mental and physical needs of pupils with SEND.
- 12.3 The training offered will be delivered to ensure equality, diversity, understanding and tolerance.
- 12.4 Mental health will be a key consideration for all training that the SENCO participates in, along with any training that staff are given.
- 12.5 During staff induction, all staff will receive SEND training.
- 12.6 Training will cover the following:
- Identifying SEND in pupils
 - Liaising with the school's SENCO
 - Implementing support measures : including the APDR cycle
 - Monitoring the success of those support measures – creating smart targets

- How to develop peaceful learning environments
- How to develop lessons so they are engaging for pupils with varying forms of SEND
- Reasonable adjustments

13 Transferring between different phases of education

13.1 EHC plans will be reviewed and amended in sufficient time (Autumn Term) prior to a pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of, support and provision at the new phase.

13.2 14.7The review and amendments will be completed by 15 February in the calendar year of the transfer at the latest for transfers into or between schools.

14 SEND Tribunal

14.1 All disagreements about an EHC plan will be attempted to be resolved as quickly as possible, without the pupil's education suffering.

14.2 In all cases, the school's written complaints procedure will be followed, allowing for a complaint to be considered informally at first.

14.3 Following a parent's serious complaint or disagreement about the SEND provisions being supplied to a pupil, the school will contact the LA immediately to seek disagreement resolution advice, regardless of whether an EHC plan is in place.

- Where necessary, the headteacher will make the relevant parties aware of the disagreement resolution service.
- Parents are made aware that Ofsted can consider complaints relating to whole school SEND early years provision, if the problem has not been resolved informally.

14.4 The school will meet any request to attend a SEND tribunal and explain any departure from its duties and obligations under the 'SEND Code of Practice: 0 to 25 years'.

14.5 Following the use of informal resolutions, the case will be heard in front of three people, who are independent of the management and running of the school.

14.6 If disagreements are not resolved at a local level, the case will be referred to the ESFA.

14.7 The school will fully cooperate with the LA by providing any evidence or information that is relevant.

14.8 All staff involved in the care of the pupil will cooperate with parents, to provide the pupil with the highest standard of support and education.

15 Supporting successful preparation for adulthood

15.1 The school will ensure that pupils are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to higher education.

16 Data and record keeping

16.1 The school will:

- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
- Show all the provisions the school makes which is different or additional to that offered through the school curriculum on a provision map.

16.2. The school keeps data on the levels and types of need within the school and makes this available to the LA.

16.3 The SEND information report will be prepared by the governing body, and will be published on the school website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the 'SEND Code of Practice: 0 to 25 years'.

16.4 All information will be kept in accordance with the school's GDPR Policy and GDPR Policy.

17 Resolving disagreements

17.1 The school is committed to resolving disagreements between pupils and the school.

17.2 In carrying out of duties, we:

- Support early resolution of disagreements at the local level.
- Explain the independent disagreement resolution arrangements in our Complaints Procedures Policy, which is available for disagreements across special educational provision, and health and care provision in relation to EHC plans and tribunals.

- 17.3. The school's Complaints Procedures Policy will be published on the school's website; additionally, the school will publish details regarding how complaints from parents of children with SEND will be handled.

18 Publishing information - Local Offer

- 18.1 The school will publish information on our website about the implementation of the SEND Policy, this is called the SEND Information Report
- 18.2 The information published will be updated annually and any changes to the information occurring during the year will be updated as soon as possible.

19 Monitoring and review

- 19.1 The policy is reviewed on an **annual** basis by the SENCO and Headteacher in conjunction with the governing body; any changes made to this policy will be communicated to all members of staff.
- 19.2 All members of staff are required to familiarise themselves with this policy as part of their induction programme.
- 19.3 The next scheduled review date for this policy is November 2025