



Aim High

Never Give Up

Follow Your Dream

Lead By Example

SEND POLICY

Ratified By	FGB
Date	29/09/2025
Minute	10
Review Date	Autumn 2026
Policy Statement	
What is the policy for?	All children within our community
Who has devised and contributed to this policy?	SENDCo, SLT and Staff
How will this policy be communicated?	365 and Website
How will this policy be monitored?	SLT and Governors
Which other policies are linked to this policy?	All teaching and learning, medical and inclusion policies

Objectives of the school's SEND Policy

Aims

As a school it is our belief that we should create a supportive environment where children are eager to come, learn, feel valued and secure.

Special Educational Needs and/or Disability is recognised early and consideration is made to ensure that all children can access the curriculum.

Pupils' strengths are identified and celebrated.

Pupils' with a Special Educational Need and/or Disability experience success with their learning.

The views of pupils' and their parents/carers are sought and considered throughout the graduated approach.

Legislation and guidance

This policy and information report is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25> and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities
- [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

Roles and Responsibilities

Mrs Jane Cockerill is Special Educational Needs and Disability Co-ordinator (SENCo).

The **SENCo** will:

- Work with the headteacher and SEN governor to determine the strategic development of the SEND policy and provision in the school
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have EHC plans
- Provide professional guidance to colleagues and work with staff, parents, and other agencies to ensure that pupils with SEND receive appropriate support and high quality teaching
- Advise on the graduated approach to providing SEND support
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- Be the point of contact for external agencies, especially the local authority and its support services
- Liaise with potential next providers of education to ensure pupils and their parents are informed about options and a smooth transition is planned
- Liaise with previous educational settings to build an understanding of individual pupil needs and ensure they are available on *TES- Provision Map- Edukey*

- Work with the headteacher and governing board to ensure that the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- Ensure the school keeps the records of all pupils with SEND up to date on *TES- Provision Map-Edukey*
- Identify, signpost, implement and source training to develop staff understanding of a variety of Special Educational Needs
- Review progress of pupils with SEND to make sure that they are making progress and strategies/ intervention is appropriate for their needs
- Review SEND pupils access to the curriculum to ensure that individual pupils are gaining a wide variety of skills
- Review SEND pupils with individual timetables to ensure that their needs are being met with particular consideration for: EHCP targets and strategies, predictable routines, clear and smooth transitions, time to embed learning, time to review/ repeat learning etc
- Support staff to implement Autism Friendly Classrooms and review all environments to ensure they adhere to the Autism Friendly Classrooms initiative
- Liaise with parents/carers to understand the impact of a child's SEND on the wider family and signpost to available support such as charities, helplines, Early Help
- Keep the school website SEND page up to date with information relating to SEND

Miss Holly Kirkpatrick is the Special Educational Needs and Disability Governor.

The SEND 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 SENCO to determine the strategic development of the SEND policy and provision in the school

The Headteacher will:

- Work with the SENCO and SEND governor to determine the strategic development of the SEND policy and provision in the school
- Have overall responsibility for the provision and progress of learners with SEN and/or a disability

The Class Teacher will:

- Check the progress and development of every pupil in their class
- Plan, resource and assess learning that is suited to each child's individual needs based on the Assess, Plan, Do, Review cycle
- Identify when pupils with SEND are unable to access elements of the curriculum and providing alternative learning to enable them to be successful. This may not be in keeping with the class focus

(e.g. Locating Countries and Capital Cities in Geography) but will ensure that pupil has access to the wider curriculum at their own developmental level (e.g. My journey to school)

- Ensure that Quality First Teach strategies are in place to ensure that pupils with SEND are able to access learning with their peers in the main, and that intervention involving leaving the classroom is at a minimum
- Work directly with SEND pupils at least once per week to provide high quality teaching and to build knowledge and understanding of their strengths and areas of need for planning, resourcing and reporting
- Work with the SENCO to review each pupil's progress and development and decide on any changes to provision
- Read files added to *TES- Provision Map- Edukey* to ensure that recommendations from previous internal and external assessments are implemented and reviewed for effectiveness
- Work with the class team to ensure that all are consistent in their approach for each pupil with SEND
- Develop and maintain a learning environment that adheres to the Autism Friendly Classrooms initiative
- Review Learning Plans on *TES- Provision Map- Edukey*, implementing the strategies, reviewing targets in light of new assessments and writing new plans to address identified needs
- Develop regular communication with parents/carers through phone calls, conversations on the door and our online communication platform to enable successes and development areas to be shared. This is especially important for pupils with little verbal language and those with EHCPs who should have at least one post per day.
- Develop positive relationships with pupils with SEND, and their families, to encourage an open dialogue to meet the child's individual needs and consistency between both settings
- Identify pupils who may require access arrangements to be able to perform their best in formal assessments. Implement access arrangements for assessments following discussion with the SENCO
- Make the SENCO aware of any additional training needs
- Ensure that they follow this SEND policy

Teaching Assistants will:

- Support pupils with SEND as directed by the class teacher, SENCO or external professional
- Adapt learning tasks, where necessary, and feedback to the class teacher to adapt future tasks to ensure needs can be met appropriately
- Feedback to the class teacher any information regarding the pupil's wider needs such as well-being, emotional needs, friendships
- Keep up to date with strategies for individual children to ensure a consistent approach within a class and across school e.g. pupils with a risk assessment and/or safety plan
- Direct any parent feedback to the class teacher

- Make contact with the SENCo regarding any concerns around provision for a pupil with SEND
- Make the SENCo aware of any additional training needs

The SEND Administrator will:

- Regularly check the SEND admin email inbox and raise any immediate concerns to the SENCo
- Organise SEND meetings by creating an initial letter to parents, checking for responses and sending appointment arrangements to parents/carers by Groupcall
- Compose a half termly SEND Newsletter to parents/carers, liaising with the SENCo for content
- Add files to *TES- Provision Map- Edukey* as directed by the SENCO and email the child's class adult team to direct them to a new document
- Liaise with new education providers for individual children to ensure documents are passed on to the receiving SENCo
- Download exiting pupil SEND files and add these to a Google Drive. Communicating with the receiving school for transfer of files.
- Annually signpost parents/carers to the SEND Information Report for consultation
- Support the SENCO to keep the school's SEND website page up to date with relevant information

Any SEND specialism and any special units

There is no specialised provision within school at this time.

Any special facilities that increase or assist access to the school by pupils with SEND

The school has been specially adapted to enable disabled access. Access to the school, at this time, can be made by wheelchair through the main entrance. Ramps enable disabled access to all classrooms. Disabled parking is available at the front of school. Two disabled toilets are available for use. One is located in the main hall, and the second can be accessed via the Community Room.

Identification of SEND

Pupils requiring additional support over and above their peers are identified through pupil progress meetings, observation and discussions with staff, parents and the child.

A pupil has **Special Educational Need** if they have a **learning difficulty or disability** which calls for **special educational provision** to be made for them.

They have a **learning difficulty or disability** if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools

Special Educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

At Norwood, we believe that early identification is key. We value parental concerns and ensure that these are listened to through meetings with relevant staff and acted upon accordingly. This may be a referral to an outside agency for a more thorough assessment, observation by the SENCo or an in-school monitoring period. We utilise a range of assessment opportunities both formative and summative to identify a widening attainment gap and lack of progress.

The Graduated Approach

A Learning Plan is created for each child requiring SEND support. The plan is created in conjunction with the child, parent/carer and relevant staff members. Targets are planned, assessed and reviewed once per term. During the review process, the views of parents/carers, teachers, teaching assistants, the child and the SENCo are sought to ensure that a full picture of needs and achievement is identified. The learning plan is copied to all, and in the Summer Term includes the next class teacher to ensure that needs continue to be met from the beginning of the next academic year.

Pupils with an Education, Health and Care Plan (EHCP) will continue to be reviewed annually in addition to the approach outlined above. EHCPs are reviewed a year from the date they were initially issued and views are sought from parents/carers, the child, class teacher, teaching assistant, SENCo and outside agencies with current involvement.

In the instance that a child continues to struggle to make progress or close the attainment gap and they do not currently have an EHCP, an assessment for an Education and Health Care assessment may be requested. This may be an outcome of the Learning Plan review where the graduated approach has highlighted a widening attainment gap or continued lack of progress despite quality first teaching, differentiation, tailored intervention and appropriate resources. Parents/carers, the child and staff members may highlight this need at any time.

Parent/carer involvement and the views of the child will be sought at all times within the graduated approach and transfer review process. Open communication with parents/carers is valued at all times to ensure that the child's best interests are a high priority.

The allocation of resources to and amongst pupils with SEND

In the first instance, high quality teaching (which may be differentiated for individuals) is the first step to supporting pupils who have or may have Special Educational Needs.

The SENCo attends all pupil progress meetings with the Headteacher and class teacher, where discussions identify pupils who are underachieving and at risk of underachieving. Resources are then allocated as appropriate to enable pupils to catch up with their peers or make good progress from their starting point.

Funding for children with Special Educational Needs is allocated within the limitations of the school's finances on a yearly basis. Resources are matched to pupil needs which are identified through pupil progress meetings, evidence trails and discussions with staff, parents and the child.

The impact of resources is reviewed at least once per term using summative and teacher assessment data. The outcome of this process then identifies whether to continue, discontinue or alter a programme or resource.

There is a central pool of curriculum based resources available in school for all staff to use as required.

Teaching assistants are allocated to classes and subjects where their skills can best support children's needs. Individual teaching assistants have been trained to deliver evidence based interventions with a high success rate for closing the gap and raising attainment.

Where there is a high level of need, a teaching assistant may be allocated to work with a child on a 1:1 basis.

Skills from a variety of staff members are utilised and best practise is shared. Where a gap in knowledge and understanding or provision is identified, we seek to fill that gap through training opportunities and staff expertise.

Access for pupils with SEND to the curriculum

Access is available to all the pupils in the school through differentiation. This is the process of planning and teaching in ways that give all children opportunities to show what they know, understand and can do.

This might involve:

- matching work to the child's previous experience
- valuing the differences in outcome
- taking account of their differing speeds in completing work
- valuing all parts of a complete piece of work tackled by different children
- considering different forms of teacher input
- considering using a variety of styles in teaching
- having a range of resources
- considering the additional help that may be needed by certain children in terms of skills or resources
- or materials
- the delivery of pre- and post-teaching
- being aware that different groups of children require varying amount of revision or reinforcement
- preparing extension activities for some groups of individuals
- ensuring understanding by using different strategies
- matching the curriculum to the child's interest levels

Cherry Garden

Cherry Garden is a provision at Norwood for pupils who require high levels of support to access the curriculum. Cherry Garden consists of two one hour sessions per day, during the morning. The sessions cover learning in the following areas:

- Personal, Social and Emotional Development
- Speech and Language Development
- Reading

- Writing
- Maths

Which children can use Cherry Garden?

There is an agreed criteria within Norwood as to which children can be selected to join the Cherry Garden provision.

Entry Criteria:

- The pupil must have a current EHCP in place or is going through the EHCNA process
- The pupil's learning is within the Birth to Five developmental stage within the PSED area of learning
- The pupil's attention and concentration is limited to up to 5 minutes on an adult led task
- The pupil's speech and language is delayed
- The pupil's needs cannot be met in the classroom without a detrimental impact on the other learners

Exit Criteria

- The pupil's skills within PSED, Reading, Writing or Maths have improved beyond the Reception Early Learning Goal
- The pupil can maintain attention and concentration for at least five minutes on an independent task
- The pupil's needs can be met in the classroom without a detrimental impact on the other learners

Formative Assessment

Adults continually assess through observations and interactions with the children. Learning is recorded through post-it notes, photographs and paper based activities in each pupil's individual Learning Journal. Monthly meetings are held with the SENCo to identify steps towards targets and any adjustments required. These meetings are recorded in a format that can be accessed by any adult working with the pupil to ensure that targets are revisited and modelled in different environments and through various contexts to embed new learning.

Summative Assessment

Pupils are assessed using the *Leeds SENIT Journal*. This enables adults to track a child's achievements and identify their next steps.

All adults working with the child contribute to the journal to ensure a holistic approach to assessment. Every half term, 'best fit' attainment bands are identified for each pupil from the SEND IT Journal, in each area of learning and recorded on Insight. This enables the adults to track pupils' progress.

Communication - Staff

Class teachers hold overall responsibility for the learning of any pupil accessing Cherry Garden sessions.

Monthly meeting records are shared with class teams to inform them of a pupil's targets and their progress towards them.

Staff can request bookable time to observe children from their class in Cherry Garden and gain an insight into their development within the setting.

Communication - Parents/Carers

A weekly update is shared with parents/carers through Class Dojo. This might be a particular achievement for the pupil/pupils on a given week.

Parents/Carers also receive a preview of learning that the children will be accessing the following week and any tasks that parents/carers can do at home to support with this.

At Parent/Carer Consultation Evenings, the Learning Journals are available for parents/carers to view. The SENCo is also available for parents/carers to find out more about what their child has been learning.

Parents/Carers also receive a report about their child's progress within Cherry Garden in the end of year report.

Criteria for evaluating the success of the school's SEND policy

The progress and curriculum of children identified on the SEND support register are reviewed termly by the SENCo and class teacher through discussions with parents/carers and the child.

The governors evaluate the success of the policy by inquiring how effectively pupils with Special Educational Needs are able to participate in the whole curriculum and how well these pupils achieve from their starting points.

In particular, the governors will come to judgements about:

- the views of parents/carers on the working of home/school partnerships
- the effectiveness in meeting needs
- how well pupils with Special Educational Needs and/ or Disability achieve
- how well pupils with Special Educational Needs and/ or Disability take part in the whole curriculum of the school
- the independence of pupils with Special Educational Needs and/ or Disability
- how pupils with Special Educational Needs and/ or Disability take responsibility within the school
- how resources have been allocated to and between pupils with Special Educational Needs and/ or Disability
- details of how many statutory assessments have been made and the number of visits from specialist teachers, other agencies and educational psychologists

Arrangements for considering complaints about special educational provision within the school

Complaints will be referred via a hierarchical system. Initially complaints may be referred to the child's class teacher, then the Special Educational Needs Co-ordinator (SENCo), and finally the Head Teacher if it cannot be resolved satisfactorily for all parties. If the complaint continues to remain unresolved, any party may refer it on to the governing body, addressed to the SEND Governor, who will take it to a governor panel.

The school's arrangements for SEND in-service training

Through appraisal, performance management, and the School Development Plan, staff members are able to identify their own and the school's in-service training requirements.

Staff and Leadership meetings are scheduled in advance to ensure that SEND requirements are shared, discussed and understood by all. Focus on a specific special educational need may be required. This is particularly significant when a new pupil joins, evidence trails identify a gap in staff knowledge or national requirements/ recommendations are updated.

Use made of teachers and facilities from outside the school, including support services

As some assessments can only be administered by a professional with specific qualifications, the school buys into the Support for Learning Service. This service supports school by administering more complex assessments to help school staff to unpick children's strengths and areas of need, and implement specific interventions to support their learning.

Outside agencies are utilised for advice and when required, pupils may be referred for specialised support. This can involve discussion with the SENCo, class teacher, teaching assistant, parents/carers and child.

Where and when required, a variety of services are sought either to provide a clearer picture of a child's needs, training and development for staff or programmes to support a child's development. Some of the services that we access are Educational Psychology, Speech and Language Therapy, Occupational Therapy, Community Paediatrician and Physiotherapy.

Arrangements for partnerships with parents

Parents/carers are advised and encouraged to work in partnership with the school. Parents/carers are invited to attend termly review meetings to discuss their child's progress and future targets with the class teacher, teaching assistant, where applicable, and the SENCo. All endeavours are made to rearrange meetings in order for parents/carers to attend.

Parents are consulted annually on the content and implementation of the policy and information report.

Links with other mainstream schools and special schools, including arrangements when pupils change schools or leave school

Visits to Norwood are encouraged for all new pupils and their parents/carers. Where concerns have been highlighted by previous schools, additional visits are arranged alongside supportive materials such as photographs of key areas of school and adults. Where a child joins Norwood with an identified special need, contact is made with the prior SENCo to ensure continuation of good practice.

New pupils complete baseline assessments within the first week of joining Norwood to identify their starting point and identify any concerns as early as possible. These are repeated for all pupils once per term.

All paperwork is passed onto receiving schools and contact is made to the transition team and/or SENCo to share information and good practice for the individual.

Year 7 leaders and SENCos from Secondary Schools are invited to attend the Year 6 reviews in the Summer term of each academic year. This enables parents/carers an opportunity to discuss concerns, and for

Secondary SENCos to receive information first hand and engage in discussion about best practise for the individual.

The school has built links with other local primaries and SENCos, where expertise is shared and queries discussed.

Links with health and social services, educational welfare services and any voluntary organisations

Links are made with outside services as required. Referrals are made through school as a result of discussions with parents, the class teacher and any other adults involved with the child. Permission from parents/carers is sought prior to making any referral.

Contact us



office@norwoodschool.co.uk
senadmin@norwoodschool.co.uk



01733 574717

Education, Health and Care Plan

Link below shares information on what an EHC plan is. The EHC assessment process, as well as parent/carer involvement and mediation.

<https://fis.peterborough.gov.uk/kb5/peterborough/directory/site.page?id=KfRVLCQJHRs>

To support families going through the Education, Health and Care Plan 20-week assessment, process there is an Independent Support Service and a very useful website with additional information.

<https://www.scope.org.uk/advice-and-support/families-with-disabled-children/>

Contact details 0808 800 3333 or email helpline@scope.org.uk

Useful documents

- **SEND Information Report**
- **SEND Overview**
- **SEND Code of Practice: January 2015**