

# **NORTH LANCING PRIMARY SCHOOL**



## **SEN Information Report**

To be reviewed annually



# SEN Information Report/Local Offer

## Special Educational Needs Information

Following the introduction of the new SEN/D Code of Practice (2014) schools are required to produce a SEN Information Report which must be displayed on their school website. This replaces any former SEN policies in accordance with Schedule 1 Regulation 51 of the Special Educational Needs and Disability Regulations 2014. The SEN Information Report details the support and provision a school will offer both potential and existing pupils with Special Educational Needs and/or Disability.

All schools in Adur have a similar approach to meeting the needs of pupils with Special Educational Needs and are supported by the Local Authority, the SEND Hub and other agencies to ensure that all pupils, regardless of their specific needs, make the best possible progress in school. All schools are supported to be as inclusive as possible, with the needs of pupils with a Special Educational Need/s and or disabilities being met in a mainstream setting wherever possible, where families want this to happen.

## The kinds of Special Educational Needs for which provision is made for at North Lancing

At North Lancing Primary we strive to support all children to enable them to achieve at school. In order to do this many steps are taken to support them through their learning journey. Quality teaching is vital; however for some children there are occasions when further additional support may be needed to help them achieve their targets.

The SEN/D Code of Practice: 0 to 25 Years (2014) 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, or 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.

The Code of Practice outlines four broad areas of need:

- Communication and interaction
- Cognition and learning
- Social, emotional and mental health
- Sensory and/or physical needs

### **Accessibility at North Lancing**

The School Admissions Code of Practice requires children and young people with SEN to be treated fairly. Admissions authorities:

- must consider applications from parents of children who have SEN but do not have an EHC plan on the basis of the school's published admissions criteria as part of normal admissions procedures
- must not refuse to admit a child who has SEN but does not have an EHC plan because they do not feel able to cater for those needs
- must not refuse to admit a child on the grounds that they do not have an EHC plan

At North Lancing Primary School we endeavour to offer an education that is open and accessible to all learners. For further information, please see our Accessibility Plan which is available on the policy section of the school website.

### **The Local Offer**

From September 2014 every Local Authority was required to publish information about available services both in and outside of West Sussex for children and young people from

birth to 25 who have Special Educational Needs and/or disabilities (SEND). This will be known as the 'Local Offer'.

As part of the Local Offer, there are 14 questions, devised in consultation with parents/carers and other agencies, which reflect their concerns and interests. These will be answered by agencies, schools and colleges to provide information to parents and carers to enable them to make decisions about how to best support their child's needs. At North Lancing Primary we have structured our SEN Information Report around these 14 questions.

## **SEND Provision at North Lancing Primary School**

### **1. How does North Lancing Primary School know if children need extra help?**

At our school we believe that early identification is a vital part of good SEND provision. We aim to achieve this through monitoring:

- concerns raised by parents/carers, class teachers, support staff or the child's previous school
- academic progress and attainment
- outcomes of standardised testing in relation to age expectations
- changes in the child's behaviour
- a child's request for help

### **2. What should I do if I think my child may have special educational needs?**

- If you have concerns, your initial point of contact is your child's class teacher. As morning drop offs are a very busy transition time, it is best for discussions to take place after school or at another mutually convenient time. This can be arranged through contacting the school office to make an appointment. The SENCo will liaise with the class teacher and become involved directly if appropriate.

### **3. How will I know how North Lancing Primary School supports my child?**

- A decision about whether or not a child has a special educational need will be made collaboratively between parents/carers and the school. Once a decision has been

made, any relevant testing and information gathering will take place. This will then inform target setting for the child and the type of support and intervention that the child will receive.

- Extra support may involve interventions. These will personalise learning, activities and resources as appropriate. In some cases, small group work or 1:1 support may be used to provide specialist intervention.
- If appropriate, your child may require a Personalised Learning Plan (PLP). This document is created through input from the child, class teacher, parents/carers and, where appropriate, the SENCo. Details of the content and duration of specific interventions will be communicated to parents/carers by the class teacher and/or the SENCo. If you have any queries related to the interventions please do not hesitate to contact the class teacher or SENCo.
- Parent Consultation Evenings are held twice a year, in Autumn and Spring Terms. This provides an opportunity to discuss and review your child's progress with the class teacher and/or SENCo.
- Occasionally a child may require more specialist support from an outside agency. Where this is necessary, referral forms are then completed in conjunction with parents/carers and forwarded to the most appropriate agency. After a series of assessments, the agency will decide if their involvement is appropriate. Please be aware that a referral may not always result in the involvement of an outside agency and that waiting times can be lengthy. The SENCo will be able to keep parents/carers updated with this.

#### 4. [How will the curriculum be matched to my child's needs?](#)

- The class teacher is responsible for adapting the curriculum to meet the needs of all learners. Where a child has a special learning need and/or disability, more personalised differentiation may be employed. This may focus on key areas of the curriculum and/or their pastoral care and well-being.
- When personalising learning, the class teacher will consider the needs and experience of the child in relation to the learning objectives. A range of strategies, considerations and resources will be utilised.

- Support staff may be allocated to work with the child in a 1:1 or small focus group to target more specific needs. This may mean that at certain times a child will be focussing on a different curriculum area to their peers.
- If appropriate, specialist equipment (including computing) is available to enable the child to fully access the curriculum.

#### 5. How will I know how my child is doing?

- You will be able to discuss your child's progress at Parent Consultation Evenings. In addition, books will be sent home twice a year and a school report in Spring 1 and Summer Term 2.
- Your child's class teacher is usually available at the end of the school day if you wish to raise a concern. Appointments can be made to speak in more detail to the class teacher or SENCo by contacting the school office.
- Personal targets are set in partnership between parents/carers and the class teacher. The SENCo and outside agencies may contribute to target setting.

#### 6. How will you help me to support my child's learning?

- The class teacher may suggest ways of supporting your child's learning directly with you via a planned meeting or at Parent Consultation Evenings.
- The SENCo may meet with you to discuss how to support your child.
- If outside agencies are involved, suggestions and activities are normally provided that can be used at home.

#### 7. What support will there be for my child's overall well-being?

- Members of staff such as the class teacher, support staff and SENCo are readily available for children to discuss issues and concerns.
- Outside professionals and agencies may also become involved to support your child as necessary and appropriate.
- If a child has a medical need, a detailed Care Plan is compiled in consultation with parents/carers. These are discussed with all staff involved with the child.
- All school staff receive annual EpiPen training.
- Most medicines can be administered in school by staff providing that parents/carers have completed the relevant form which is available at the school office.

## 8. What specialist services and expertise are available at or accessed by the School?

At times it may be necessary to consult with outside agencies to seek their expertise and specialist advice.

The agencies used by the school include:

- CDC (Child Development Centre)
- School Nurse
- CAMHS (Child & Adolescent Mental Health Service)
- Sensory Support (hearing and visual)
- Occupational Therapist
- Speech and Language Therapist
- Educational Psychologist
- Learning Inclusion Team (behaviour, learning and social communication)
- Traveller Education
- Virtual School (For Looked After Children)
- Early Help Forum
- EMAT (Ethnic Minority Achievement Team)
- Counselling/ Play Therapy
- Winston's Wish – bereavement
- Social Care

## 9. What training is undertaken by the staff supporting children and young people with SEND?

- School staff who work directly with children are involved in a programme of ongoing training. This covers general learning support as well as training relating to specific needs, conditions and disabilities.
- This training may be delivered internally through members of staff sharing knowledge and good practice, or externally by advisors or outside agencies.
- Training needs are constantly audited to ensure that school staff are able to support the needs of all learners.

10. How will my child be included in activities outside the classroom including school trips?

- Activities and school trips are available to all.
- Risk assessments are carried out and procedures are put in place to enable all children to participate wherever possible.
- If it is deemed that an intensive level of 1:1 support and where it best suits the needs of the child a parent or carer may be asked to accompany their child during the activity.

11. How accessible is the school environment?

- Currently due to the complexity of our school site we are not fully wheelchair accessible. As a school we are keen to welcome all prospective learners and will happily discuss individual access requirements for your child(ren). The accessibility plans are written on a needs basis to comply with paragraph 3 of schedule 10 to the Equality Act 2010. Should you wish to discuss this please contact the SENCo.

12. How will the school prepare and support my child when joining North Lancing Primary School or transferring to a new school?

North Lancing Primary School understands that starting or moving school is a big event in any child's life. Many strategies are in place to ensure transition will be as smooth as possible.

These include:

- The SENCo meeting parents/carers prior to their child joining the school.
- Meetings between members of staff from the previous and receiving schools/nurseries prior to the child joining.
- Home visits by Reception class teachers
- Visits to feeder nurseries by Reception class teachers and/or the SENCo.
- Additional visits for children who need extra time in their new school.
- Liaison with secondary school staff to ensure smooth transition for our Year 6 children starting at their new schools.



- Meeting with the Inclusion Managers/SENCo from the secondary schools to pass on information regarding children with SEND.
- Where a child may have more specialised needs, a separate meeting with SENCo's from North Lancing and the new school together with the parents/carers.

13. [How are the school's resources allocated and matched to children's special educational needs?](#)

- The SEN budget is allocated each financial year. The money is used to provide additional support or resources dependant on an individual's needs.
- Any additional provision may be allocated after discussion with the class teacher at child progress meetings or if a concern has been raised by them at another time during the year.
- There is sometimes additional funding from the Government and West Sussex Local Authority to support individual children on specific programmes. This includes Pupil Premium money and additional funds for children with an Education and Health Care Plan.

14. [How is the decision made about how much support my child will receive?](#)

- When children join the school any allocation of additional support will be based on information received from a range of sources, including parents/carers, nurseries, pre-schools, previous schools and outside agencies.
- We endeavour, as fully as possible, to match allocation of support to meet a child's individual needs based on factors such as progress, attainment, outside agency suggestions, and the views of the parents/carers and child themselves. If further concerns are identified due to the child's lack of progress or well-being then other interventions will be arranged.
- Parents/carers will be able to discuss the support their child is receiving with their class teacher and SENCo. Your child's class teacher may record this provision on a Personalised Learning Plan which will outline the support and interventions that are in place for that period.

15. [How will I be involved in discussions about and planning for my child's education?](#)

All parents/carers are encouraged to support their child's education. This may be through:

- Discussions with the class teacher
- Parents Consultation Evenings
- Discussions with the SENCo, or other professionals from outside agencies
- Co-producing their child's learning provision, with possible suggestions for targets and/or strategies that may be incorporated.

#### 16. [Who can I contact for further information?](#)

If you wish to discuss your child's individual educational needs or have any further questions, please do not hesitate to contact one of the following:

- Your child's class teacher
- The Inclusion Team:  
Miss A De Freitas  
Mrs A Burnage  
Mrs G Pickford

Email: [inclusion@northlancing.co.uk](mailto:inclusion@northlancing.co.uk)

Telephone (school office): 01903 752301

Mrs E Brown - Head Teacher

#### [Complaints](#)

At North Lancing, all staff are committed to meeting the needs of all children, including those with Special Educational Needs. However, should any parent/carers of a child with special educational needs have any concerns with the level of support that their child is receiving they should raise these in the first instance with the head teacher, Mrs E. Brown.

Please refer to the school's complaints policy which can be found in the policy section of the website.

