

Policy for Inclusion and Special Educational Needs

St Stephen's Junior School



Headteachers Mrs Laura Cutts and Mrs Sarah Heaney
SENCOs Mrs Jo Sazant and Mrs Rose Whatley

Our Mission Statement

To ensure that every child meets their learning potential by building a sense of belonging for all

Approved by Academy Trustees

July 2025

Last reviewed on:

Next review due by: July 2026

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1. Aims

St Stephen's Junior School's Policy for Inclusion and Special Educational Needs aims to:

- Ensure our school fully implements national legislation and Kent Local Authority's guidance and expectations.

Sets out how our school will:

- Support pupils with SEND ensuring our best endeavours to provide the appropriate provision to enable positive outcomes.
- Provide an inclusive environment that enables pupils to access all aspects of school life alongside their peers.
- Provide pupils with the skills and attributes that enable them to become confident individuals who can successfully live fulfilling lives.
- Support pupils with SEND to realise their aspirations and achieve their best.
- Communicate with pupils with SEND and their parents or carers ensuring co-production and seek pupil and parent or carer voices to fully involve them in decision making and discussions to support their child's provision.
- Communicate and explain the roles and responsibilities of key school and external professionals who are supporting the provision for pupils with SEND.
- Ensure the SEND Policy is understood and implemented consistently by all staff and is monitored by Governors.

At St Stephen's Junior School all pupils, irrespective of need, access a broad and balanced curriculum which is delivered through high quality inclusive teaching to enable every pupil to make progress and reach their full potential socially, emotionally and academically. When required to do so, the school will make reasonable adjustments to support pupils with SEND. The school set high expectations and aspirations for each individual pupil, working together with them, and their parents/carers to ensure that pupils with SEND become confident and independent children and young people who are able to successfully transition to the next phase of their education or adult life.

2. Legislation and Guidance

This policy is written in line with:

The regulation associated with:

- Children and Families Act 2014 – Part 3: [Children And Families Act 2014 Part 3](#)
- Special Educational needs and Disability (SEND) Code of Practice 2015:
- The Special Educational Needs and Disability Regulations 2014: [The Special Educational Needs and Disability Regulations 2014](#)
- Equality Act 2010: [Equality Act 2010](#)
- School Admission Code 2021 [School Admission Code 2021](#)
- The School Information Regulations: Updated 24/10/24

Academies: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>

Kent Local Authority:

The Local Authority's local offer

The Local Authority's Offer can be found in the SEND Information Report but is also detailed on Kent's SEND Information hub:

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

Information on the Countywide Approach to Inclusive Education (CATIE) is detailed in a KCC report:

[A Countywide Approach to Inclusive Education \(kelsi.org.uk\)](#)

What does inclusion mean in Kent?

'As the champion of families, children, and young people our collective priorities are to be certain that all children and young people are engaged with and included in the provision of high-quality inclusive education. Ensuring that, whatever their circumstance or ability, our children have a sense of belonging, feel respected, are valued for who they are and develop the knowledge and skills required for adult life. In doing so, we strive to achieve a continuous improvement in standards, a significant narrowing of achievement gaps for vulnerable groups of learners and a wholly inclusive education system which ensures:

- **Equitable access for all.** Sufficient, appropriate, quality education provision is available for all children and young people in Kent.
- **No child is left behind.** All children and young people are supported to be engaged fully in their education.
- **Effective collaboration.** There is collaboration and multi-agency working providing a self-informing, sustainable system which supports the education of all.' (KCC: CATIE p 2-3)

Special Educational Needs Mainstream Core Standards (ordinarily available provision) : [Special Educational Needs Mainstream Core Standards](#)

The Mainstream Core Standards:

- Sets out the provision that the Local Area has agreed should be ordinarily available for Children and Young People with SEND
- Provides guidance and advice to support schools to meet the needs of and include Children Young People with SEND
- Provides clear guidance to schools on the statutory duties regarding the inclusion of Children and Young People with SEND
- Provides information to all stakeholders on the work of schools in relation to the inclusion of Children and Young People with SEND.

The ultimate goal is working towards growing independent young people as they prepare for adulthood. All provision and support at St Stephen's Junior School works towards achieving the Kent Children and Young People Outcomes Framework



Our SEND policy should be read in conjunction with our other school policies published on our website :

<https://www.ststephensjuniorschool.co.uk/key-information/school-policies>

These include:

- SEND Information Report
- Child Protection Policy
- Behaviour Policy and Anti-Bullying Policy
- Equality Statement

- Accessibility Plan
- Attendance Policy

3. Definitions

Definition of SEN

‘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 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 to mainstream post-16 institutions’

(DFE/DOH 2015: 15-16)

Definition of Disability:

‘Many children and young people who have SEN may have a disability under the Equality Act 2010- that is ‘..a physical or mental impairment which is a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.’ This definition provides a low threshold and includes more children than many realise: ‘Long term’ is defined as a ‘year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEN, but there is sufficient overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires a special educational provision they will also be covered by the SEN definition’ (DfE/DOH 2015: 16)

Special Educational Needs Register:

At St Stephen’s Junior School the SENCOs will regularly review the SEN register as part of the Graduated Approach. The SENCOs will work in co-production with parents/carers and if required key external professionals to ensure high quality SEN provision is in place, informing parents/carers of any changes that have been agreed. School staff will also be informed, and records updated accordingly on the appropriate school system. A diagnosis does not necessarily mean that a pupil will be placed on the SEN register if the universal and targeted provision the pupil is accessing is enabling them to make good progress.

Special Educational Needs (SEN) support

‘SEN support means support that is additional to, or different from, the support generally made for other children of the same age in a school. It is provided for pupils who are identified as having a learning difficulty or a disability that requires extra or different help to that normally provided as part of the school’s usual curriculum offer. A pupil on SEN support will not have an education, health and care plan.’

<https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

Education, health and care (EHC) plans

A local authority may issue an EHC plan for a pupil who needs more support than is available through SEN support. This will follow a statutory assessment process whereby the local authority considers the pupil’s special educational needs and any relevant health and social care needs; sets out long term outcomes; and specifies provision which will deliver additional support to meet those needs.

<https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

4. Inclusion and Equal Opportunities

St Stephen’s Junior School endeavours to provide, review and develop high quality inclusive opportunities for all our pupils. In order to ensure that all children are able to succeed academically some pupils receive interventions in addition to a broad and balanced curriculum. Over recent years, in response to increasing levels of need, we have introduced specific groups which focus on objectives from the Key Stage 1 and Early Years curriculum in order to ensure that all children are being supported at ‘stage not age’.

In order to ensure we are providing the right provision for each child, we follow the ‘graduated approach’ for both our individual pupils and the interventions we are providing. On an individual level, the graduated approach of assess, plan, do and review is a constant cycle that is looked at each term as part of our assessment process. This same cycle of assess, plan, do and review is used to ensure our interventions are constantly evolving and meeting the specific needs of the current children.

Our SEND Information report explains the Graduated approach in more detail:

<https://www.ststephensjuniorschool.co.uk/key-information/school-policies>

All of our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.

All pupils are encouraged to go on our school trips and to take part in our extensive after school clubs. No pupil is ever excluded from taking part because of their SEN or disability and we will make whatever reasonable adjustments are needed to make sure that they can be included. This may include providing additional adult support or using the school mini bus.

5. Roles and Responsibilities – in conjunction with SEN Information Report

St Stephen's Junior School works strategically in line with the Special Educational Needs Code of Practice 2015. In order to do this we ensure the key principles are followed:

- **Individualized support:** Recognizing that every child's needs are unique and tailoring support accordingly. A focus on 'stage not age' runs through our provision.
- **Early Identification:** Identifying SEN early on to provide timely interventions and support. Our SEN monitoring list includes any children that we have identified as possibly needing greater support
- **Parent/Caregiver Involvement:** Ensuring parents and caregivers are actively involved in the planning and decision-making process.
- **Pupil Participation:** Encouraging children and young people to express their views and participate in decisions about their education and support. The school regularly obtains pupil voice when making key decisions
- **Focus on Outcomes:** Prioritizing positive outcomes for children and young people with SEND, including their education, well-being, and overall life opportunities

The school will ensure that pupils, parents and carers have:

- Access to impartial information, advice and support throughout their time in the school to help them make informed decisions and choices about their future.
- Are effectively supported to understand their rights and decision-making processes and choices regarding their plans and support.
- An understanding of their individual plans, outcomes, provision and support and the reasons why some changes may not be possible

(Area SEND inspections: framework and handbook updated April 2024)

5.1 SENCO

All maintained schools and academies are required by law to have a named SENCO who is a qualified teacher and has been awarded the National Award for Special Educational Needs Coordination (prior to September 2024) or The National Professional Qualification for SEND (from September 2024).

SENCOs must complete the qualification within three years of taking up the post.

At St Stephen's Junior School we are fortunate to have 2 SENCOs:

- Mrs Jo Sazant, who is a qualified teacher and has been a SENCO continuously since before 1 September 2009 and is not required to undertake the National Award in Special Educational Needs Co-ordination.
- Mrs Rose Whatley, who is a qualified teacher and is currently working towards achieving the National Professional Qualification for SEND.

The SENCOs can be contacted via the main school office or through a dedicated email address: senco@ststephensjuniorschool.co.uk

The SENCOs have an important role to play with the headteachers and governing body with regards to the strategic oversight and implementation of St Stephen's Junior School's SEN policy and development.

They will:

- Oversee the day-to-day responsibility and implementation of the SEND policy.
- Ensure all statutory requirements are adhered to throughout the year
- Co-ordinate provision for children with SEN using the graduated approach – Assess, Plan, Do, Review to review and monitor provision for all pupils with SEN.
- Communicate and provide all staff with the key SEN and medical information, advice, guidance, and strategies to support pupils with SEN ensuring high quality provision across the school/academy.
- Collaborate with teachers, support staff, parents and carers regarding all aspects of their child(ren)'s provision including interventions and outcomes.
- Offer professional guidance to staff to secure high quality inclusive provision in the classroom and throughout the school day.
- Collaborate with curriculum leaders to remove barriers to learning.
- Develop and lead whole school continued professional development to ensure high quality provision for all pupils with SEN.
- Liaise with the relevant Designated Teacher where a looked after child or young person has SEN
- Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
- Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
- Be the key point of contact for external agencies, especially the local authority and its support services

- Ensure the school keeps up-to-date records of all pupils with SEN.
- Ensure any pupils who has a part time timetable is agreed with parent/carers, is registered on the KELSI website and a clear re-integration strategy is planned in conjunction with the parent/carers and pupil.
- Hold status in order to have capacity and authority to make change.
- Ensure genuine coproduction and collaboration with the wider community.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- To keep up to date with key national and local SEN development.
- Attend key meetings organised by the local authority such as The Countywide SENCO Forum to ensure they have up-to-date strategic and operational information.
- Is fully involved in all aspects of transition planning whether phased or in year regarding pupils with SEND, following expectations set out in the District Plans and Kent Transition Charter. Ensuring parents/carers are fully informed throughout the transition period.
- Work closely with other colleagues and SENCOs in their Community of Schools.

5.2 Headteachers

The headteachers will:

- Work closely with the SENCOs and SEN link governor to determine the strategic development of the SEN policy and provision across the school.
- Work with the SENCOs and governors to ensure the school adheres to all legislative and statutory guidance keeping up to date with all key national and local policies and expected SEN practice.
- Ensure the SENCOs have sufficient time and resources to effectively carry out their role.
- Work closely with the SENCOs to carry out their duties employing the Graduated Approach, using their 'best endeavours' and when required making reasonable adjustments to ensure the school/academy is providing high quality SEN provision.
- Have overall responsibility for the provision for pupils with SEN, their progress, and outcomes.
- Have the responsibility for monitoring the school's notional SEN budget and any additional funding allocated by the LA to support individual pupils or SEN provision for groups of pupils.

5.3 SEND Trustee

Our Trustees board have a legal responsibility to pupils with SEN as defined in the Children and Families Act 2014 and SEND Code of Practice 2015.

The SEND Trustee will:

- Help to raise awareness of SEN issues at trustee board meetings.
- Monitor the quality and effectiveness of SEN and disability provision within the school and update the trustee board following monitoring visits.
- Work with the headteachers and SENCOs to determine the strategic development of the SEN policy and provision in the school.

Academy Trust

7.4.1 Children with special educational needs and disabilities (SEND)

Trustee boards have legal duties in relation to pupils with SEND that are set out in the [Children and Families Act 2014](#) and the [SEND code of practice](#).

Trusts **must** also meet these requirements by virtue of their funding agreement.

There should be an individual on the board who has specific oversight of the school's arrangements for SEND.

DfE Academy trust governance guide: updated 2 October 2024 [Academy Trust Governance Guide](#)

The named Trustee is responsible for the strategic oversight of the arrangements and provision for pupils with SEN.

The SEND Trustee will:

- carryout monitoring visits on behalf of the Trustee Board to ensure high quality and effective provision is in place and in line with the SEND Code of Practice statutory and Local Authority guidance and expectations.
- Report to and raise awareness of SEN issues raised during monitoring visits and meetings at Trustee Board meetings.
- Work closely with the SENCOs and Headteachers to ensure the strategic review and development of the SEND Policy, SEN Information Report and provision in the school.

Our SEND Trustee is Dr Erwin Pauws

5.4 Teachers

All teachers are teachers of pupils with special educational needs. Our SENCOs provide a vital strategic role and provide significant advice and support to teachers, but the responsibility for the learning and progress of all children lies with the teacher.

'High quality teaching, differentiated for individual pupils, is the starting point in responding to pupils who have or may have SEN. Additional intervention and SEN support cannot compensate for a lack of good quality teaching.

Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils, and their knowledge of the SEN most frequently encountered.'(DfE/DoH SEND Code of Practice 2015: 25)

Every teacher is responsible for:

- The progress and development of every pupil in their class
- Instilling high aspirations for every pupil.
- Delivering a broad balanced curriculum embedding high-quality inclusive teaching strategies and resources
- Working closely with teaching assistants or specialist staff to plan, monitor, track and assess the impact of support and interventions, and how they can be transitioned and embedded in the classroom.
- Working with the SENCOs to review each pupil's progress and development, and decide on any changes to provision.
- Ensuring they follow this SEN policy.
- Ensuring that they adapt their teaching to the needs of the children in their class through realising that a 'one size fits all' approach cannot be used. This may include adapting their teaching style, providing visual aids, differentiating tasks or providing adult support.

Teaching Assistants

All our teaching assistants and support staff work collaboratively with the teaching staff to ensure that all pupils are supported across the school day. Responsibilities may include supporting children within lessons, running intervention groups, encouraging social interactions or ensuring essential resources are in place for all pupils.

5.5 Parents and carers

Parents and carers should inform the school if they have any concerns about their child's progress socially, physically, emotionally, or academically or if there are any changes to provision that have been advised by key external professionals working with their child following an appointment.

Parents/ carers are actively involved in all aspects of the decision-making process through meetings or agreed forms of communication and are afforded every opportunity to contribute discussions regarding their child's SEN provision.

The school holds parent consultation evenings twice a year and individual reports are sent home at the end of each school year. If any concerns arise through this reporting then further meetings can be requested with the class teacher or SENCOs.

The school encourages parents to come in and learn about or share their views on aspects of the curriculum. Recent parent events have focussed on the maths curriculum, SEND and the behaviour policy. Parent voice has also been recently sought regarding topics such as online safety.

5.6 The pupil

Seeking the voice of the pupil is an important aspect of ensuring the SEN provision is highly effective for every pupil with SEN. Pupils are given every opportunity to express their view and provide information to support review meetings as part of our Graduated Approach in year meetings and for pupils with an EHCP the statutory Annual Review. However, the voice of the pupil can be sought at any time throughout the school year.

Pupils at St Stephen's Junior School are able to express their views through a range of different opportunities. This includes:

- Pupil surveys
- School council meetings
- Pupil voice with curriculum leads
- PSHE sessions
- Headteacher weekly meetings

6. SEND Information Report

Our SEN policy works in conjunction with our SEND Information report which sets out how this policy is implemented in the school.

<https://www.ststephensjuniorschool.co.uk/key-information/school-policies>

The SEND Information Report is updated annually or if necessary, when changes to the information may be required during the academic year.

7. Admissions and Accessibility

St Stephen's Junior School is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions and admissions processes.

Our admission arrangements for pupils do not discriminate against any prospective pupil with a disability or special educational need.

The admission arrangements for a pupil without an EHCP do not discriminate against or disadvantage disabled children or those with special educational needs.

Full details of our admission procedures can be seen in our Admissions policy:

<https://www.ststephensjuniorschool.co.uk/key-information/school-policies?view=article&id=641&catid=2>

8. Our school's approach to SEND provision

Every class at St Stephen's Junior School has embedded the Mainstream Core Standards to ensure all pupils are supported within the classroom. This is part of our universal offer and is able to support the majority of children within the classrooms, regardless of whether it is a pupil with SEND. This offer differs in each classroom, due to the presenting needs of the class, but will always consider all 4 areas of SEND.

Our Graduated approach (assess, plan, do, review) for monitoring all children ensures that where the MCS are not meeting a child's needs, this is identified as early as possible. If a child is identified as requiring something different and additional to this provision then the SENCOs will start to plan for this. The child may be put on a 'monitoring' SEN register for a period of time whilst the provision is trialed, assessed and reviewed until it is decided whether the level of their needs would require them to be placed on the SEND register and an individual learning plan created on the Insight Online Pupil Tracking system.

Every child at St Stephen's Junior School is academically assessed 3 times a year and results are recorded on Insight. In addition, their social and emotional needs are assessed at least annually using the Boxall profile tool. These tools together enable us to build a clear picture of every child and to identify any early signs of barriers to progress.

Academic assessment will identify if further support is needed if the child:

- 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.

Boxall assessment will identify if further support is needed if the child:

- Is presenting as having low or high levels of difficulty in the developmental strand
- Is presenting as having low or high levels of difficulty in the diagnostic strand

When deciding whether special educational provision is required, the school will start with the desired outcomes, including the expected progress and attainment using the school's graduated approach, and the views and the wishes of the pupil and their parents. The school will use this to determine the support that is needed and whether the school can

provide it by adapting the universal offer, or whether something different or additional is needed.

8.1 The kinds of special educational need for which provision is made

At St Stephen's Junior School provision is made to support pupils with additional needs irrespective of whether a pupil has an education health and care plan in conjunction with The Continuum of Provision and Need and using the Graduated Approach.

At St Stephen's Junior School we will ensure our 'best endeavours' to meet the needs of pupils with an Educational Health and Care Plan (EHCP) with the following kinds of special educational need:

- Cognition and Learning Difficulties
- Communication and Interaction
- Sensory and/or Physical Needs and
- Social, Emotional and Mental Health needs

Decisions on the admission of pupils with an EHCP are made by the Local Authority.

8.2 The identification and assessment of pupils with special educational needs

In line with this SEND Code of Practice (DfE/DoH 2015) pupils at St Stephen's Junior School are identified as either having no SEN, having SEN with support, or having a SEN with an Educational Health and Care Plan.

At St Stephen's Junior School progress is closely monitored throughout the year to review the academic progress of all children. All children are assessed three times a year as part of this process. However, the progress of pupils with SEN may be monitored more frequently than this through observations, assessment and meetings.

Teachers carry out regular assessments to track progress and identify pupils who despite using high quality inclusive teaching strategies are:

- Working significantly slower than their peers who have the same starting point.
- Are unable to maintain or improve their progress rate
- Are unable to close the attainment gap in line with their peers or the gap is widening.

This may also include progress and development in areas other than academic attainment such as social, emotional, and physical.

To support pupils, the school use a range of assessments to review and monitor the broader developmental needs and progress of all pupils such as the Accelerated Reader assessment, Read Write Inc phonic assessment and the Boxall profile assessments.

These tests will enable the early identification of difficulties that a pupil may present. Information collected from the testing will inform the appropriate intervention and provision to support progress and outcomes.

Teachers at St Stephen's Junior School are responsible for classroom provision delivering a well sequenced and resourced curriculum and use high quality inclusive teaching strategies which are scaffolded, with adaptations made to meet a pupil's needs.

When teachers identify an area where a pupil is making slow progress or where they have concerns, they will follow the school's early identification of need's protocols as set out earlier in this section. Teachers will inform parents/carers at an early stage to make them aware and discuss the further supporting strategies that the teacher will use to help the pupil.

However, if progress does not improve the teacher will inform the SENCO to have an initial discussion about whether this lack of progress may be due to a special educational need. In this instance, the SENCO will, in consultation with the pupil's parents/carers, discuss further support.

The purpose of a more detailed assessment will identify what additional resources and/or different approach is required to enable the pupil to make better progress. These will be shared with parents/carers, written into SEN provision plans, which are regularly reviewed, refined, and revised. At this point the SENCO will have identified that the pupil has an additional need because the school is making provision for the pupil which is additional and different to what is normally available. Teachers will be informed throughout the process and training will be delivered to ensure the provision is of a high quality.

It is important to note as stated in the SEND Code of Practice (DfE/DoH,2015 6.23) that slower than expected progress and lower attainment does not automatically mean a pupil would be recorded as having SEN.

If the pupil is able to make good progress using this additional and different resource but would not be able to maintain this good progress without it, the school will continue to identify the pupil as having special educational need. If the pupil is able to make good progress without the additional or different resources, they will not be identified as having special educational needs. When any change of identification of SEN is amended, parents/carers will be notified.

The school will ensure that all teachers and support staff who work with a pupil with SEN or have an additional need are made fully aware of the provision that each individual pupil requires through detailing the plan on Insight. Support staff and teaching staff will be involved in creating and reviewing this plan.

8.3 Consulting with Parents

At St Stephen's Junior School we are keen to consult with parents regarding both their individual child and the overall school provision in general.

Parents are invited in twice a year for parents evenings, where detailed information about each child is shared. Should this meeting highlight any SEN concerns then a further

meeting with one of the SENCOs will be arranged. Any decisions regarding SEN such as a planned intervention, observations, assessment or changes to the SEN register are shared and discussed with parents

For those children with an EHCP, regular meetings and consultation occur between the parents and the SENCOs. This includes the Annual review meeting where all updated information will then be forwarded onto the LA.

Parent voice is sought regularly at different times of the year. This is through surveys, questionnaires or events where parents are invited into the school.

9. Assessing, Monitoring, Reviewing and Evaluating Progress towards Outcomes

As detailed already in the report, St Stephen's Junior School follows the Graduated Approach of assess, plan do and review. The children are assessed 3 times a year and all assessment information is recorded on Insight so that this can be monitored by both class teachers and the senior leadership team, where necessary.

In building a full picture of each child's needs, further information is gathered through, for example:

- The teacher's experience of the pupil
- The pupil's previous progress and attainment or behavior
- Observations undertaken by the SENCOs, where relevant
- Other teachers' assessments/observations, where relevant
- The pupil's individual development compared to their peers and national data.
- Collaboration with parents/carers to seek their views and experience
- The pupil's own views
- Advice from external support services, if relevant

At all times teachers and support staff who work closely with the pupil will be made aware of their needs, provision plan outcomes, key strategies, provision and approaches to support them throughout the school day. Any changes to provision will be communicated in a timely manner through the school's SEN protocols and processes as set out in the SEN Information Report.

This policy and SEN Information Report will be reviewed by Jo Sazant (SENCO) every year. It will also be updated to reflect any changes to the information or statutory policy.

The policy will be approved by the Trustee Board and available to read and refer to on the school's website.

10. Complaints about SEND Provision

Complaints about SEND provision at St Stephen's Junior School should be made to the class teacher or the SENCOs in the first instance. Hopefully the complaint can be resolved at this stage. However, if you need further advice or clarification, then you are welcome to arrange a meeting with the Head Teacher. If concerns still remain then you may contact the trustee responsible for SEN or the Chair of the Trustees.

If a complaint is not resolved after it has been considered by the Trustee Board and you are not satisfied with the school's response, you can escalate the complaint.

Parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first tier SEND tribunal if they believe that the school has discriminated against their child. 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

All complaints relating to a named member of staff must be sent to the headteacher/principal.

The SEND Code of Practice Chapter 11 (pages 244 – 273) gives a full explanation of suitable avenues for complaint [SEND Code of Practice](#)

Our full complaints policy is accessible on our website:

<https://www.ststephensjuniorschool.co.uk/images/sss/Policies/Complaints%20procedure%202024.pdf>

10. Glossary and SEND Acronyms

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.

- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil
- **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area
- **Outcome** – target for improvement for pupils with SEND. These targets do not necessarily have to be related to academic attainment
- **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child's disability
- **SENCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities
- **SEND Code of Practice** – the statutory guidance that schools must follow to support pupils with SEND
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages