



**Bramford**  
PRIMARY SCHOOL

## SEND Policy

Date: September 2023  
Review Due: September 2024

As a member of the Griffin Schools Trust, Bramford has a positive approach to meeting the needs of pupils with Special Educational Needs and Disabilities (SEND). Children with SEND are supported by Bramford, The Trust and Local Authority in order to ensure that all pupils, regardless of their specific needs, make the best possible progress in school.

Bramford is as inclusive as possible, with the needs of pupils with SEND being met in a mainstream setting wherever possible.

The four areas of need, as stated in the Code of Practice for SEND 2014, are:

- Communication and Interaction,
- Cognition and Learning,
- Social, Emotional and Mental Health Difficulties,
- Sensory and Physical Needs.

## What is the Local Offer?

The Children and Families Bill became enacted in July 2014; from this date, Local Authorities and schools were required to publish and keep under review information about services they expect to be available for children and young adults with SEND aged 0-25. This is called the “Local Offer”.

The intention of the Local Offer is to improve choice and transparency for families. It will also be an important resource for parents in understanding the range of services and provision in the area.

The Local Offer can be accessed at <http://www.dudley.gov.uk/resident/localoffer/>

## The School SEND Information Report

This utilizes the Dudley LA Offer to meet the needs of SEND pupils as determined by school policy.

Definition of Special Educational Needs and Disability (SEND) Children have special educational needs if they have a learning difficulty or disability which calls for special educational provision to be made for them. Children have a learning difficulty or disability if they:-

- (a) Have a significantly greater difficulty in learning than the majority of the children of the same age; or
- (b) Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools

## Your child had SEND, what can Bramford Primary School offer you?

At Bramford Primary School, we embrace the fact that every child is different and therefore the educational needs of every child is different; this is certainly the case for children with SEND.

The sections below give further information about the Local Offer from Bramford Primary School and how we can support your child.

## Who are the best people to talk to at Bramford about my child's difficulties with learning/SEND?

The class teacher is responsible for:

- Checking on the progress of your child and identifying, planning and delivering any additional help your child may need (this could be targeted work or additional support) and letting the Special Education Needs/Disabilities Coordinator (SENCo) know as necessary.
- Writing Pupil Progress targets/Individual Learning Plans (ILPs), using our online recording system EDUKEY, based on the smaller steps and sharing and reviewing these with parents at least once each term and planning for the next term.
- Personalized teaching and learning for your child as identified on the school's provision map and recorded using EDUKEY,
- Ensuring that the school's SEND Policy is followed in their classroom and for all the pupils they teach with any SEND.
- The class teacher shows provision for all the children in their planning through careful differentiation. Their classroom management ensures that resources such as people, time and materials are used efficiently so that children with SEND can access the National Curriculum.
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### The SENDCo/Inclusion Manager: Mrs L. Moss is responsible for:

- Developing and reviewing the school's SEND policy.
- Coordinating all the support for children with special educational needs or disabilities (SEND)
- Ensuring that you are;
  - i) involved in supporting your child's learning,
  - ii) kept informed about the support your child is getting,
  - iii) involved in reviewing how they are doing
- Liaising with all the other people who may be coming into school to help support your child's learning, e.g. Speech and Language Therapy, Educational Psychology, Dudley Learning Support Services.
- Updating the school's SEND register (a system for ensuring that all the SEND needs of pupils in this school are known) and making sure that records of your child's progress and needs are kept.
- Providing specialist support for teachers and support staff in the school, so that they can help children with SEND in the school to achieve the best progress possible.
- The day-to-day operation of SEND Policy
- Monitoring the movement of children within the SEND system in school
- Organising In-School Reviews, EHCP monitoring and other multi agency meetings
- Maintaining records for SEND children and passing them on when pupils leave
- Reporting to Head and Governors and reviewing and updating the SEND policy in consultation with staff and Governors
- Gaining further knowledge skill through attending courses
- Evaluating and facilitating the implementation of new initiatives in consultation with the Head and Governors

### The Head, Ms. C. Handley, is responsible for:

- The day-to-day management of all aspects of the school; this includes the support for children with SEND.

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- The Head teacher will give responsibility to the SENDCo and class teachers, but is still responsible for ensuring that your child's needs are met.
- The Head teacher must make sure that the Governing Body is kept up to date about issues relating to SEND.

## Role of Governors

The governing body has due regard to the Code of Practice when carrying out its duties towards all pupils with special educational needs. The Governors are kept informed and consider the overall provision and development for children with SEND. The Head and Governors review SEND expenditure annually through the budget setting process. The Inclusion Manager's report to the governing body includes a SEND Update.

There is an identified Governor with the responsibility for overseeing the schools provision for pupils with special educational needs, who meets regularly with the Inclusion Manager for an update as to the latest developments. The SEND Governor ensures that all Governors are aware of the schools SEND provision, including the deployment of funding, equipment and personnel. The Governors ensure that the policy for special educational needs is regularly reviewed.

Governor responsible for SEND is Mr. Adam Jones

School contact telephone number: 01384 818915

## What are the different types of support available for children with SEND?

### SEN Code of Practice 2014: School Support (SENS)

This means a pupil has been identified by the SENDCo/Inclusion Manager/class teacher as needing some extra specialist support in school from a professional outside the school. This may be from:

- Local Authority central services, such as the ASD Outreach Team, Behaviour Support Team or Sensory Service (for students with a hearing or visual need), Integrated Early Years' Service.
- Outside agencies such as the Educational Psychology for Everyone.

## What could happen:

- You may be asked to give your permission for the school to refer your child to a specialist professional, e.g. a Speech and Language Therapist or Educational Psychologist. This will help the school and you to understand your child's particular needs better and be able to support them more effectively in school.
- The specialist professional will work with your child to understand their needs and make recommendations as to the ways your child is given support.

## a) Class teacher input, via excellent targeted classroom teaching (Quality First Teaching).

For your child this would mean:

- That the teacher has the highest possible expectations for your child and all pupils in their class.
- That all teaching is built on what your child already knows, can do and can understand.

- That different ways of teaching are in place, so that your child is fully involved in learning in class. This may involve more practical learning methods, for example.
- That specific strategies (which may be suggested by the SENDCo) are in place to support your child to learn.
- Your child's teacher will have carefully checked on your child's progress and will have decided that your child has a gap or gaps in their understanding/learning and needs some extra support to help them make the best possible progress.

### b) Specific group work

Intervention which may be:

- Run in the classroom or a group room.
- Run by a teacher or a teaching assistant (TA).

### c) Specialist groups run by outside agencies, e.g. Speech and Language therapy

### d) Specified Individual support

This type of support is available for children whose learning needs are severe, complex and lifelong.

This is usually provided via a Statement of Special Educational Needs or an Education, Health and Care Plan (EHCP). This means your child will have been identified by professionals as needing a particularly high level of individual or small-group teaching.

This type of support is available for children with specific barriers to learning that cannot be overcome through Quality First Teaching and intervention groups ("Including All Children" documentation from LA).

Your child will also need specialist support in school from a professional outside the school. This may be from

- Local Authority central services such as the ASD Outreach Team, Behaviour Support or Sensory Service (for students with a hearing or visual need).
- Outside agencies such as the Speech and Language Therapy (SALT) Service or Educational Psychology.

### For your child this would mean

- The school (or you) can request that Local Authority Services carry out a statutory assessment of your child's needs. This is a legal process which sets out the amount of support that will be provided for your child.
- After the request has been made to the 'Panel of Professionals' (with a lot of information about your child, including some from you), they will decide whether they think your child's needs (as described in the paperwork provided), seem complex enough to need a statutory assessment. If this is the case, they will ask you and all professionals involved with your child to write a report outlining your child's needs. If they do not think your child needs this, they will ask the school to continue with the current support and monitor.
- After the reports have all been sent in, the Panel of Professionals will decide if your child's needs are severe, complex and lifelong. If this is the case, they will write an Education Health Care Plan (EHCP). If this is not the case, they will ask the school to continue with the current level of support and also set up a meeting in school to ensure a plan is in place to ensure your child makes as much progress as possible.

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- The EHC Plan will outline the provision which must be put into place by health and/or educational settings. individual/small group support your child will receive from the LA and how the support should be used, and what strategies must be put in place. It will also have long- and short-term goals for your child.
- The additional adult may be used to support your child with whole class learning, the delivery of individual programs or small groups which will include your child.

### How can I let the school know I am concerned about my child's progress in school?

If you have concerns about your child's progress, you should speak to your child's class teacher initially.

- If you continue to be concerned that your child is not making progress, you may speak to the Special Education Needs/Disabilities Coordinator (SENCo).
- The Head and then the SEN Governor can also be contacted for support

### How will the school let me know if they have any concerns about my child's learning in school?

If your child is identified as not making progress, the school will set up a meeting to discuss this with you in more detail and to

- Listen to any concerns you may have.
- Plan any additional support your child may need.
- Discuss with you any referrals to outside professionals to support your child.

### How is extra support allocated to children and how do they progress in their learning?

- The school budget, includes money for supporting children with SEN.
- The Head Teacher decides on the deployment of resources for Special Educational Needs and Disabilities, in consultation with the school governors on the basis of needs in the school.
- The Head Teacher and the SENCo discuss all the information they have about SEND in the school, including;
  - children getting extra support already,
  - children needing extra support,
  - children who have been identified as not making as much progress as would be expected.

From this information, they decide what resources/training and support is needed.

- The school identifies the needs of SEN pupils on a provision map. This identifies all support given within school and is reviewed regularly and changes made as needed, so that the needs of children are met, and resources are deployed as effectively as possible.

### Who are the other people providing services to the children with SEND in this school?

#### School provision

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- Teachers responsible for teaching SEN groups/individuals on a part-time basis.
- Teaching Assistants and HLTAs mainly working in the Group Rooms with either individual children or small groups.
- ICT support in the form of English and Maths,
- Teaching Assistants or HLTAs offering support for children with emotional and social development through our Nurture Group.
- Parental Support Advisor (Brin Campbell).
- Parenting Groups.
- Speech and Language Therapy

Information regarding provision for SEND pupils during periods of lockdown is covered in the school's Remote Learning Policy.

### Local Authority Provision delivered in school

- Autism Outreach Service
- Counselling Services
- Educational Psychology Service
- LACES
- Sensory Service for children with visual or hearing needs (PIMIS)
- PRU Outreach
- Parent Partnership Service
- SALT (Speech and Language Therapy)
- Dudley Social Services
- Integrated Early Years (IEYS)

### Health Provision delivered in school

- Additional Speech and Language Therapy input to provide a higher level of service to the school
- School Nurse (Health Visitor for under 5s)
- Occupational Therapy
- Physiotherapy
- CAMHS (Child and Adolescent Mental health Service)

### How are the teachers in school helped to work with children with SEND and what training do the teachers have?

The SENDCo's job is to support the class teacher in planning for children with SEN.

- The school provides training and support to enable all staff to improve the teaching and learning of children, including those with SEN. This includes whole school training on SEN issues, such as Autism Spectrum Disorder (ASD) and speech and language difficulties.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of specific children in their class, e.g. from the Autism Outreach Team (AoT) service.



## How will the teaching be adapted for my child with SEND?

Class teachers plan lessons according to the specific needs of all groups of children in their class and will ensure that your child's needs are met.

- Support staff, under the direction of the class teacher, can adapt planning to support the needs of your child where necessary.
- Specific resources and strategies will be used to support your child individually and in groups.
- Work will be differentiated to cater for all needs.
- Planning and teaching will be adapted, on a daily basis if needed, to meet your child's learning needs.

## How will we measure the progress of your child in school?

- Your child's progress will be continually monitored by his/her class teacher.
- His/her progress will be reviewed formally with the Head and SENDCo every term in reading, writing and numeracy.
- If your child is in Reception or above, a more sensitive assessment tool can be used, which shows their attainment in more detail – breaking learning down into smaller steps
- At the end of each key stage (i.e. at the end of year 2 and year 6), all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the government requires all schools to do and are the results that are published nationally.
- Where necessary, children will have an Individual Learning Program based on targets set by outside agencies specific to their needs. Progress against these targets will be reviewed regularly, evidence for judgements assessed and a future plan made.
- The progress of children with an EHC Plan will be formally reviewed at an Annual Review with all adults involved with the child's education.
- The SENDCo will also check that your child is making good progress within any individual work and in any group that they take part in.
- Half termly 'Raising Attainment' meetings take place where pupils attainment and performance are discussed on an individual basis and intervention initiated if required
- Regular book scrutinies and lesson observations will be carried out by the SENDCo and other members of the Senior Management Team to ensure that the needs of all children are met and that the quality of teaching and learning is high.

## What support does the school offer parents of children with SEND?

The class teacher is regularly available to discuss your child's progress or any concerns you may have and to share information about what is working well at home and school, so that similar strategies can be used.

- The Inclusion Manager/SENCo is available to meet with you to discuss your child's progress or any concerns/worries you may have.
- All information from outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report.
- Personal progress targets will be reviewed with your involvement every term.
- Homework will be adjusted as needed to your child's individual requirements.
- A home-school contact book may be used to support communication with you when this has been agreed to be useful for you and your child.



## How is Bramford Primary accessible to children with SEND?

- The school is one level with easy access and double doors and ramps.
- There are two disabled toilets, shower area and changing facilities.
- We ensure where ever possible that equipment used is accessible to all children regardless of their needs.
- After-school provision is accessible to all children, including those with SEND.
- Extra-curricular activities are accessible for children with SEND.
- Our minibus also has disabled access.

## How will we support your child when they are joining this school, leaving this school or moving on to another class?

We recognize that transitions can be difficult for a child with SEN, and we take steps to ensure that any transition is as smooth as possible. Individual transition methods are used to enhance this process.

### If your child is joining us from another school:

- If your child would be helped by a book/passport to support them in understand moving on, then one will be made for them.
- Your child will be able to visit our school and stay for a taster session, if this is appropriate.
- Where children with SEND transfer to Bramford visits to the sending school will be arranged as necessary.

### If your child is moving to another school:

- We will contact the school SENDCo and ensure he/she knows about any special arrangements or support that need to be made for your child. Where possible, a planning meeting will take place with the SENDCo from the new school.
- We will make sure that all records about your child are passed on as soon as possible.
- If your child would be helped by a book/passport to support them in understand moving on, then one will be made for them.

### When moving classes in school:

- Information will be passed on to the new class teacher in advance and in most cases a planning meeting will take place with the new teacher. Specific targets will be shared with the new teacher.
- If your child would be helped by a book/passport to support them in understand moving on, then one will be made for them.

### In Year 6:

- The SENCo will discuss the specific needs of your child with the SENCo of the child's secondary school. In most cases, a transition review meeting to which you will be invited will take place with the SENCo from the new school.
- Your child will participate in focused learning relating to aspects of transition, to support their understanding of the changes ahead.
- Where possible, your child will visit their new school on several occasions, and in some cases staff from the new school will visit your child in this school.

- If your child would be helped by a book/passport to support them in understand moving on, then one will be made for them.

### How will we support your child's emotional and social development?

We recognize that some children have extra emotional and social needs that need to be developed and nurtured. These needs can manifest themselves in a number of ways, including behavioural difficulties, anxiousness, and being uncommunicative.

All classes follow a structured PSHE (Personal, Social, Health and Economic education) curriculum to support this development. However, for those children who find aspects of this difficult we offer

- An in-school nurture provision follows the Nurture Principles and is run on a termly basis.
- Club for children to learn how to co-operate with one another in a small group and be responsible for looking after a living environment.
- Lunchtime and playtime support through planned activities and groups.
- If your child still needs extra support, with your permission the SENDCo and/or Pastoral Manager will access further support through the Early Help process.

### Supporting Pupils at School with Medical Conditions

The school recognises that pupils at school should be properly supported so that they have full access to education, including school trips and PE. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Regular communication with parents/carers and hospital clinics, specialist nurses will be maintained. Additional training will be provided by medical specialists for school staff and teachers of children with medical conditions. Each child who has a medical condition will be provided with a Care Plan which will be drawn up in consultation with parents and medical specialists and teachers involved. These will be reviewed on a termly basis and/or when new advice is provided from the medical team and/or parents. Some children with medical conditions may also have special educational needs (SEN) and may have a statement or EHC Plan which brings together health and social care needs as well as their special education provision and the SEND Code of Practice (2014).