



# SEND Information Report and Policy

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Linked policies:	Teaching and Learning Policy	
Signed:		
Position:	Executive Headteacher	
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Headings in bold and italics indicate the information required for the SEND information report as required by the code of practice. Other headings include other items of school policy.

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### **SEND in Pioneer Federation schools**

The vision of the four Pioneer Federation schools (St Mary the Virgin, Chiddingly Primary, Park Mead and East Hoathly Primary and Nursery) is 'Achievement for All, Learning Together, Learning for Life' and this radiates through our policy for children with special educational needs and disabilities.

The Children and Families Act 2014 says that all maintained schools must publish a Special Educational Needs and Disabilities (SEND) Information Report every year. This report explains how our school meets the needs of children with SEND. It is shown on our school websites.

In the report, we explain how we meet our duties towards pupils with special educational needs and disabilities. This report is also the information we provide to the East Sussex local offer which shows the support that is available for children and young people with special educational needs and disabilities in East Sussex: [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)

The Governors will review this report once a year. If you would like to give us feedback about the report, please contact the school office.

This Information Report and Policy considers the structures in place across the federation and also the individual process and procedures for each school.

### **What kinds of SEND are provided for within the Pioneer Federation?**

The federation schools are mainstream primaries admitting pupils from age 4 -11. East Hoathly also has a Nursery that takes children from 2 years old. We are inclusive schools - that means we provide for children with all types of special educational need. Within the Pioneer Federation, it is fully recognised that all class teachers are the teachers of children with Special Educational Needs and disabilities (SEND). The kinds of SEND that are provided for are categorised into four broad areas of need:

- communication and interaction, including speech and language difficulties and autism
- cognition and learning, including developmental delay, and specific difficulties such as dyslexia and dyscalculia
- social, emotional and mental health difficulties including difficulties with behaviour, attention deficit disorder ADD, attention deficit hyperactivity disorder ADHD, attachment disorder or anxiety
- sensory and/or physical needs including visual or hearing impairment, dyspraxia, cerebral palsy and other physical or medical conditions which affect a child's learning

If you would like a place for your child with an Education Health Care plan, please contact your Assessment and Planning Officer at East Sussex Council to apply. If you would like a place for any other child with special educational needs, you should apply through the normal processes. Please see schools admissions on the ESCC website or contact the information for family's team <https://new.eastsussex.gov.uk/children-families/information-for-families>

### **Policies and responsibilities**

This report includes details of the processes in place to identify children with SEND and for assessing their needs. Other policies that are useful to consider are the: Accessibility Plan, Behaviour Policy, Equalities Statement, Safeguarding and Child Protection Policy, Admissions policy, Supporting Children with Medical Conditions, EYFS, Teaching and Learning Policy and Health and Safety.

### **The governing body**

The governing body have a SEND governor to work closely with the Inclusion Manager. From Sept 2021, this governor is Catherine Simmons. She liaises with the SENDCO/Inclusion Manager and the Senior Leadership of the school to keep

up-to-date with, and monitor the school's SEND provision to ensure that the school is compliant with its statutory responsibilities as indicated in the SEND Code of Practice. The SEND Information Report is updated annually and published on the school website.

The governors ensure that the Inclusion Manager/SENDCO, the person responsible for coordinating SEND (SENDCO/Inclusion Manager) provision and offering guidance to teachers is a qualified teacher working at the school and that if not already qualified has achieved the National Award in Special Educational Needs within 3 years of being in post. Governors regularly monitor the DfE Code of Practice to ensure the school is compliant with its statutory responsibilities.

#### The Inclusion Team and the role of the SENDCO/Inclusion Manager

The Inclusion Manager (SENDCO) across the federation is Sian Leahy and is contactable on [senco@pioneerfederation.co.uk](mailto:senco@pioneerfederation.co.uk) or via the school office. From September 2021, an Inclusion Manager assistant, Class teacher Naomi Fry, has also been appointed for one day a week to support this role.

The SENDCO/Inclusion Manager has responsibility for the day-to-day operation of the SEND policy including:

- The responsibility for the day to day operation of the SEND policy
- In conjunction with the Headteacher to plan and co-ordinate the school's strategies for identifying children with SEND; in addition to advising on the deployment of the delegated budget to effectively meet needs, and ensuring the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements
- to co-ordinate provision and manage an effective provision monitoring system, outlining additional provision throughout the school including liaising with the Designated Safeguarding Lead where a Looked After Child has SEN;
- to oversee an efficient system for monitoring, recording and tracking progress of children with SEND, including maintaining a register of such children and keeping records updated;
- to advise on, and where appropriate carry out, more detailed assessment;
- to advise teachers on the graduated response and appropriate teaching arrangements for children with SEND and to assist with the planning and implementation of individual and group learning programmes;
- being the contact for and to liaise closely with and develop good relationships with outside agencies and ensure their advice is used appropriately;
- to ensure continuity for children with SEND from class to class and school to school;
- in conjunction with the ICT co-ordinator, to use information and communications technology to help pupils gain access to the curriculum as an aid to teaching and learning;
- to identify and make provision for training needs; school-based or on courses; involving teaching staff and /or Teaching Assistants (TAs);
- to liaise with parents of children with SEND and ensure that regular discussion takes place with them;
- to seek the views of children with SEND, and to take them into account when planning;
- to link with feeder and secondary schools to ensure smooth transition and to liaise with schools during mid-year admissions where appropriate;
- To use self-review tools as appropriate for reflection and self- evaluation, to form a basis for future development.

The role of the Inclusion Manager Assistant:

To work closely with the Inclusion Manager (IM), Executive Headteacher, Heads of Schools and colleagues of the Pioneer Federation (within the statutory frameworks and the SEND policy and Code of Practice) to support the SENCO

in the implementation and day to day operation of the SEND policy in all 4 Pioneer Schools, with the aim of early identification of needs, and raising SEND pupil achievement.

### The approach to teaching children with SEND

- Within the federation, we want all children to achieve and become life-long learners, confident in themselves, aware of their strengths and to be responsible respectful citizens. We recognise each child's uniqueness and strengths and endeavour to utilise these strengths and widen the horizons of everyone in our school community. All children should be provided with a broad and balanced curriculum that will promote enjoyment, creativity and resilience and meet their individual development needs.
- All class teachers are the teachers of children with Special Educational Needs and disabilities (SEND), and the majority of support wherever possible takes place in class. Our aim is to identify any strengths or barriers to learning as soon as possible, so that intervention can be given at the earliest opportunity to improve the long term outcomes for the child
- High quality first teaching and additional interventions are the basis of our provision management.
- Everyone within the Pioneer Federation is committed to providing the conditions and opportunities to enable any child with SEND to be included fully in all aspects of school life. Our aim is to identify any strengths or barriers to learning as soon as possible, so that intervention can be given at the earliest opportunity to improve the long-term outcomes for the child.
- Effective inclusion results in happy pupils who make good progress towards targets; show improvement in their independence, resilience, social, communication, English, Maths, ICT and self help skills; are helped to access the wider curriculum; are motivated to learn and develop their strengths, creativity, self-esteem and confidence in their ability as learners; all of which contribute to increasing the positive long term outcomes for children.
- Staff will work in a way to avoid isolation of the children they are supporting and to develop their strengths. Reasonable adjustments will be made to ensure full access and positive well-being.
- A broad and balanced curriculum - the school will ensure that all children have access to a balanced and broadly based curriculum (no child will be excluded from any learning activity due to their impairment or learning difficulty, unless it is clearly of benefit to that individual and leads to inclusion) and endeavour to utilise all children's strengths.
- An 'assess, plan, do and review' cycle approach is taken to identify children who may need additional special educational needs support and a plan is put in place for these identified children. This plan may take the form of Access, Plan, Do and Review (APDOR) Support Plan, a pupil passport, or an East Sussex Additional Needs Plan. This plan is then reviewed at least 3 times a year (but often up to 5 or 6 times at the end of each term) and parents are encouraged to be involved in its development. The plan may include strategies, interventions or suggestions for seeking additional advice from outside agencies.



- Staff awareness - the SENDCo will liaise with the Executive Head and Head of School to ensure that systems are in place to ensure that all staff working with pupils have an awareness of any SEND. Electronic class provision and planning folders hold a copy of the Inclusion register for that class, the termly intervention timetable and relevant APDOR plans. In class there is a copy of the plan alongside each child's intervention records. Class teachers are responsible for ensuring record keeping systems are set up and are kept in line

with the Inclusion Manager recommendations (See Appendix A).

- The sharing of Medical Health Plans will vary as necessary and depending on need and are coordinated by class teachers (EH) or the school office (SMV, CP, PM). Where possible all staff working with the child will be involved in the review process.
- Intimate care plans are generally coordinated by the Inclusion Team, class teacher or the school office depending on the level of need. These are shared with those people necessary to ensure that needs are met.

### **Identifying children and assessing their needs**

The SEND Code of Practice identifies children as having a special education need when their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age (Code of Practice 6.15). The Federation also considers whether a pupil may have a disability under the Equality Act and if so what reasonable adjustments may need to be made for them (COP 6.16).

Children identified as having SEND under the above definition are included on the schools inclusion register under the category of SEND. When additional provision is no longer needed, the pupil will be removed from the register. Within the federation, we are keen to identify barriers to learning as early as possible. The numbers on the SEND registers and the numbers within each category of need are required to be reported to the government and local authority at various times during the academic year.

Children new to the school in Reception undergo Baseline assessment on entry. We also use other screeners in the autumn term such as Language Link screener that reviews understanding of receptive and Jump Ahead to review fine and gross motor skills. The outcome of these assessments feed into progress discussions and help to identify any gaps in early development.

In Nursery the Nursery teacher and assistants support throughout settling and starting sessions. When the child is settled into the nursery assessments are carried out using the development matters framework and documents such as East Sussex language checkers (this happens throughout the year when children start). If staff feel there is any area the child may need further support meetings are arranged with parents and the SENCO. For children ages 2-3, the Nursery teacher will also complete the 2 Year Old Check, in liaison with the child's health visitor and any areas of concern will be identified and advice sought. If a child is attending more than one setting such as another nursery or childminder, with permission from parents the key worker will contact the setting to discuss any plans or support to ensure consistency in approach.

If your child already has an identified need before they join us, please let us know as soon as possible. This will mean that we can respond quickly to their needs and plan appropriate transition. Please tell us about any other service or professional already supporting your child.

In line with our Access, Plan and Do cycle, each term teachers meet with the Senior Leadership Team and discuss the progress and strengths of all children. Discussion includes analysis of data from within the schools data wall and tracking system, attendance, response to day to day classroom work and routines, additional assessments that may have taken place (e.g. Language Link, Boxall Profiling, Reading ages), observations and analysis of the playground and behaviour logs and any conversations with parents.

Children making less than expected progress given their age and individual circumstances are identified. This enables children to be identified early as soon as there is a concern about their learning. Less than expected progress can be considered as; progress which is significantly slower than that of their peers starting from the same baseline, failing to match or better the child's previous rate of progress, failing to close the attainment gap between the child and their peers, or widening of the attainment gap.

Discussion at pupil progress meetings and the review of class and playground behaviour also allows identification of those children experiencing difficulty with social interaction or emotional responses. Both barriers and strengths are identified to support successful interventions.

#### The first level of support – the differentiated curriculum

At this point, the class teacher will adapt their high quality first teaching in attempts to use children's strengths and reduce the barriers to learning. This may include increasing the levels of differentiation used to support the pupil, adapting learning objectives and teaching styles, access strategies, using pre-teaching, small group work, some individual supports, mentoring, peer support, or alternative methods of recording and assessment. Additional support maybe sought such as advice from the SENDCO or outside agencies (in agreement with parents).

The needs of the child will be provided for within the whole class planning frameworks and individual target setting and will be recorded on a Whole Class Provision Map from the Pupil Progress meeting. These supports would be discussed at parents evening. A Pupil Passport may be used to share access arrangements and information to support a positive learning experience with all staff working with the pupil (including supply staff). Pupils are invited to contribute to this indicating what they want to learn, what is difficult for them and what helps them.

#### Ongoing monitoring and review

The pupil would continue to be monitored by the class teacher and the senior leadership team at the termly progress meetings.

#### Identifying a child as SEND

Some children continue to make inadequate progress despite high quality teaching, additional class based intervention and support targeted at their areas of weakness. At this point, a summary of the concerns, the children's attainment levels and strengths will be generated by the class teacher including a review of strategies that have been tried already. These concerns can be recorded on a SEND Record of Concern and shared with the Inclusion Manager. There may be agreement at this point to make use of additional assessments and screeners such as Reading Age assessments, the Language Link screener, Boxall profiling or other available resources. If progress continues to be a concern following this period of increased focus of Quality First Teaching then individual provision that is additional and different to that available to other pupils may be deemed necessary. This would be discussed with parents and if additional individualised provision is put in place the pupil would be categorised as SEND. Parents are informed of this in writing including the allocated category of SEND as describe previously. It is the aim that high Quality First Teaching will result in few children requiring such support (see the SEN Code of Practice).

The school uses the definitions of adequate progress as suggested in the revised *Code of Practice*, that is, progress which:

- Closes the attainment gap between the child and their peers
- Prevents the attainment gap from growing wider
- Is similar to that of peers starting at the same attainment baseline, but less than the majority of peers
- Matches or betters the child's previous rate of progress
- Ensures full access to the curriculum
- Demonstrates an improvement in self-help or social or personal skills
- Demonstrates an improvement in the child's behaviour

In the situation as stated above parents would be invited in to discuss the pupil's progress and barriers to learning usually with the class teacher and sometimes the SENDCO/Inclusion Manager. A clear analysis of needs will be carried out using the schools assessment systems, including the individual development in comparison to their peers and

national data and other available screener materials e.g. Reading Age assessments, Language Link screeners and Boxall profiling. The child's strengths are considered and identified as a basis to build on. More detailed assessments and advice from outside agencies may be used to give a clear understanding of what additional resources and approaches are required to enable the pupil to make better progress. Parental consent would be gained for an outside referral.

A plan will be developed with the identification of a small number of desired outcomes - small measurable, achievable targets, would be developed and recorded on an Access, Plan, Do and Review Support Plan (APDOR), an East Sussex Additional Needs Plan (for more complex needs) or a Pupil Passport.

At this point we have identified that the pupil has a Special Educational Need because the school is making additional and different provision to what is normally available from high quality teaching and the pupil would be categorised as SEND. This is always shared with parents.

If the pupil is able to make progress using this additional and different resource (but not without it) they will continue to be identified as SEND. If, because of additional short-term support, the pupil is able to maintain progress without the additional and different resource, he or she will no longer be identified as SEND and be removed from the register.

Any changes of categorisation will be discussed with parents and they will be formally notified.

#### The complexity of identifying SEND

Slow progress and low attainment do not necessarily mean that a child has SEND as there can be a number of factors which account for this such as family situation, varying rates of cognitive development or a child's interest and motivation. Attainment in line with chronological age does not necessarily mean there is no learning difficulty or disability. Consideration is given to whether provision additional to or different from what is normally available to pupils is in place or required.

#### English As An Additional Language

Difficulties based solely on the process of learning English as an additional language are not considered to be a sign of SEND. Language development is monitored over time in order that special educational needs, if they are present can be observed, thought about and addresses.

#### Medical Needs

Children with SEND may also have medical needs but not all children with medical needs have SEND. A child with medical needs will have a Health Care Plan in place in line with the Medical Conditions in School Policy. Similarly, a child with Intimate Care Needs will have a separate plan and may or may not be identified as having SEND depending on their situation.

#### Additional and different resources

The school will seek to source resources that are required to support a child as advised by professionals in order to make reasonable adjustments for them to access the curriculum.

#### **Arrangements for assessing and reviewing pupils' progress towards outcomes.**

Access, plan, do and review meetings are usually timetabled for five or six times per year and involve the class teacher, SENDCO and where possible, other adults involved in supporting the child. Following this, the reviewed desired outcomes, short-term targets and barriers to learning are discussed with parents, adapted if necessary and agreed. Class teacher discussions with parents around the review process take place at least 3 times a year, wherever

possible within 2 school weeks of the school review taking place and are recorded by the class teacher in the child's intervention records.

In addition, the Pioneer Federation uses an assessment system called Target Tracker alongside the Pioneer trackers to monitor progress of pupils within the national curriculum. In EYFS (Reception and Nursery) we use Pioneer tracking supported with guidance from Development Matters and Birth to 5. This information feeds into pupil progress meetings and the three times a year structured conversations for SEND children with parents as described above.

During review meetings, broad individual outcomes are discussed as these may help identify a wider developmental or social need to support the pupil in making a successful transition into the next stage of their education. Progress in these areas may not be fully reflected in progress data. In September 2021, the federation began to use Boxall Profiling to provide additional information concerning Social Emotional and Well-being for all pupils in the Autumn Term. This provides screening information for informing whole school, class and individual work on a variety of developmental and well-being issues, as well as providing a baseline assessment for monitoring progress towards social and emotional outcomes.

The Pioneer Federation uses Language Link to screen the language skills of all of reception children and Year 1 and those of concern in Year 2. Following COVID Pandemic, the schools have access to KS2 Language link and this has been used initially to screen all KS2 pupils and going forward to rescreen those pupils where progress is a concern.

The Federation has access to a number of reading and spelling assessments that are also used to ascertain attainment and progress levels for certain pupils to provide information to support the access, plan, do and review process. Dyslexia screener is also available for pupils in agreement with parents in KS2.

Boxall profiling can be used to generate targets to support social, emotional and well-being development. Whole school screening takes place in the Autumn Term and rescreening for individuals can take place at additional points during the year to support monitoring and accessing progress.

#### Educational Health Care Plans (EHCP)

If the child continues not to make progress despite vigorous additional and different resources being utilised, the school in liaison with the parents can request the Local Education Authority to make a statutory assessment of the child's SEN. If the LEA agrees, it collects information from all the people who have been involved with the child. From this the LEA Special Needs Officer decides whether the child needs an Educational Health Care Plan to meet their needs. The East Sussex SEND Matrix gives an indication of the level of need that allows schools and parents to evaluate whether a request for statutory assessment might be appropriate and the statutory assessment paperwork has a checklist that indicates the necessary evidence that is required.

For children with an EHCP each year the school must hold an Annual Review of the Educational Health Care Plan with the parents and inviting all the outside agencies involved with the child to assess the child's progress. A representative from the LEA may attend these reviews.

If there are significant changes to a child's SEND or behaviour needs an Annual Review will be called mid-year in order to ensure that parents and all professionals are involved in reviewing the plans and provision in place for the child

#### **Exclusion:**

We do not believe that exclusions are the most effective way to support learners with SEND and will try to avoid this as much as possible. We will always work with parents and professionals to try to adapt and personalise provision for

children so that they are able to access learning. An emergency review with Senior Leaders will occur for pupils with an EHCP at risk of exclusion. We recognise that exclusion has a significant impact on pupils and their families.

We will work with parents and outside agencies when a child is at risk of any exclusion, to make sure that all strategies and efforts have been made to keep the child safely in school. We will ensure that parents are informed about school decisions regarding exclusion by at least 6pm on the day when the pupil was at risk of exclusion. We will utilise an 'information slip' in the interim to ensure parents are fully informed. We prioritize regular and effective communication between school and parents and carers. Exclusion is always a last resort.

In exceptional circumstances, it may be necessary to exclude a pupil for a fixed time and this would always be considered very carefully.

Exceptional circumstances include but are not limited to:

- Incidents that compromise the safety of the pupils and/or others
- Incidents of significant deliberate damage to property

Wherever possible, we will seek advice from ISEND (including ESBAS) prior to exclusion and to support transition back into school. All consultation with external agencies will be summarised in exclusion paperwork to parents.

All efforts will be made to ensure that pupils do not miss curriculum experiences if excluded. Decisions to exclude are made on an individual basis and will always be a reasonable and measured response. Individual pupil deregulation strategies will be taken into account when making these decisions.

#### **Arrangements for consulting with parents of children with SEND and involving them in their children's education.**

At Pioneer, we are committed to working with parents, recognising they know their child best and welcome parental input into planning support for pupils. We adopt an open door policy for any daily information that needs to be shared between home and school but ask parents to respect that teachers are not always available before school. The schools offices are open from 8.45am. Meetings can be arranged with the class teacher or SENCO via the school office and the SENCO is available by email on [senco@pioneerfederation.co.uk](mailto:senco@pioneerfederation.co.uk) for each of the school emails. All parents are encouraged to attend parents evening.

Parents of children categorised as SEND will be invited to review the provision for their child with the class teacher (and sometimes the Inclusion Manager) at least 3 times a year. The previous provision will be reviewed, any new information shared, considered and new outcomes agreed together as described above. Parents will be encouraged to contribute to supporting their child's learning throughout their time at school. The appropriate format for recording the new provision will also be considered (usually an APDOR (Access, Plan, Do and Review) perhaps with pupil passport or an East Sussex Additional Needs plan). For children with an EHC plan one of these meetings will be the Annual Review of the Plan and all the relevant professionals will be invited to contribute.

Good partnerships with parents and the involvement of the pupil are vital to ensuring that all aspects of a child's wellbeing and development are taken into consideration when establishing possible outcomes and within the Pioneer Federation we strive to ensure parents are involved at every stage of support.

#### **Arrangements for consulting young people with SEND and involving them in their education.**

Across the federation, we are formalising the way that children are involved in planning for their learning. Some children have a 'pupil passport' included in their APDOR plan that indicates what helps them succeed in class, identifying what is difficult and how others can help them be successful. This also indicates what they want to learn/achieve next. Children can contribute to their plan by using having a 'pupil voice' conversation with a key member of staff or an informal 'chat' may take place. A pupil voice questionnaire can also be used to identify likes/dislikes and what makes things hard for them. This information is then used to consider support strategies. In addition, children from the school council, the pupil governors, have regular discussions with the Head of School. All children are encouraged to talk with their teacher via the Bubble time system and to share a worry using the worry box.

### **Arrangements for supporting pupils moving between phases of education and preparing for adulthood**

Prior to starting in Reception, the class teacher makes home visits and where possible visits to local nurseries to see the children in their current provision. Local nurseries are invited to some school events and a number of taster sessions take place to familiarise the children with the new setting. Children with SEND identified at this point usually have additional transition meeting involving the ISEND Early Years Team, parents and school in order to plan and prepare for a successful start to primary education.

Year 6 children are invited by secondary schools for transition days in the summer term. Families with children with additional needs are encouraged to make additional visits, and make contact with the SEND department during the application process. In addition, families are encouraged to participate in other summer workshops taking place at the relevant schools. The SENDCO at the secondary school will be contacted by the federation SENDCO for a full discussion or additional meeting if felt this would be useful. EHCP Annual Reviews for a Year 5 child will be planned to take place in the summer term so that plans for secondary transition can be discussed in detail well in advance.

At the end of each year, the senior leadership team plan time for teachers to discuss the pupils transitioning between classes. All records and plans are stored on the school server so that the receiving teacher has access to them. For children who find transition challenging transition books may be made with photos showing the new classroom and new teacher but also things that are staying the same. These can be referred to over the summer. Transition visits to the new classroom and time with the new teacher are planned into the summer term but additional visits can be arranged. When necessary pre-term visits can be arranged to remind children of their new environment and to relieve anxiety.

For children moving to another school we will contact the school and make them aware of any SEND arrangements that we had in place. We will forward records and plans as quickly as possible and where required have conversations with the new school.

### **How adaptations are made to the curriculum and the learning environment of pupils with SEND**

Class teachers understand that they are responsible for the teaching of SEN children. Lessons are planned to address potential areas of difficulty, remove barriers to learning and to utilise children's strengths so enabling all pupils' full access to the national curriculum. This will include differentiation for all children. Consideration will be given to the adaptation of the verbal and body language used, arrangement of the classroom and learning space, additional materials and equipment, children's strengths and use a range of learning styles. For those children with SEND, their additional and different provision is worked into the curriculum, taking into account advice from outside agencies and any other needs as identified as part of the desired pupil's outcomes. This may involve input from outside agencies, individual teaching programmes, individual strategies or particular resources. It is anticipated that the majority of support takes place within class. Reasonable adaptations will be taken in line with the SEND Code of Practice. Children with additional medical needs have a health care support plan in place. If necessary additional SEND support will be recorded in the ways indicated above.

### **The expertise and training of staff to support pupils with SEND, including how specialist expertise will be secured**

The SENDCO/Inclusion Manager is non-class based, working a full week across the federation and this enables liaison with teaching staff, parents and outside agencies and time to offer guidance and advice to staff regarding SEND. From September 2021 the Inclusion Manager assistant works one day across the federation under the direction of the Inclusion Manager.

The Executive Headteacher and Head of School allocate the available teaching assistant support dependent on the needs within the school in liaison with the Inclusion Manager. Class teachers work with the SENDCO/Inclusion Manager and Head of School to ensure the available support is used to its best advantage.

The Executive Headteacher, Head of School and Inclusion Manager regularly consider the training needs of staff in relation to the current cohort. Training needs identified following the appraisal process and structured conversations and reviews, or the arrival of a new child with are discussed with the Executive Head and Head of School, CLASS and EP or other support services (e.g. Speech and Language) as appropriate.

The schools access core training from CLASS (Communication Learning and Autistic Support Service) in areas such as Speech and Language, Autism and Dyslexia. In addition in Autumn 2021 staff have accessed training in Precision teaching, Sensory circuits and Jump Ahead, Makaton, Autism in Girls and Language Link. Many trainings are available and have been accessed in the last academic year such as Emotional Regulation as well as attendance at the Well-being conference. This expertise can then be shared across the federation.

In 2021-22 the federation is undergoing Therapeutic Thinking Training provided by East Sussex. St Mary's and Chiddingly Primary have benefitted from training sessions from Speech and language therapists and Occupational Therapists working with individual children.

The school can apply for core support or buy in credits to access Educational Psychology Service (EPS), East Sussex Behaviour and Attendance Support (ESBAS) and CLASS support. Other specialists can be approached (school nurse, NHS services, CAMHS, physiotherapists for example) in addition to those offered by county to provide individual and whole staff training or advice.

New staff training needs are considered during induction. The SENDCO is able to provide advice and training for staff via staff meetings, TA meetings and individual meetings. In addition, training for staff is reviewed by the Headteacher during the appraisal process for both teaching staff and teaching assistants. Any training identified as a need following school based plan reviews or on the arrival of a new child is raised with the Head of School by the SENDCO. The Federation welcomes input from external professionals such as speech and language therapists/Physio Therapists and will facilitate training for staff via these professionals as necessary.

#### How the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations in meeting children's SEND and supporting their families

The Inclusion Manager/SENDCO is responsible for ensuring that there is good liaison and information sharing with outside agencies as is required and agreed with parents. The Federation facilitates the training for staff that outside agencies are able to offer often arranging for Teaching Assistants/Learning Mentors to work alongside visiting professionals wherever possible. Where recent information is not available outside agencies involved with a child will be invited to contribute to reviews wherever possible.

A multiagency meeting maybe convened to bring together families and all professionals working with a family to provide a coordinated and joined up support plan. A referral to the East Sussex IMARP panel can be used to facilitate this.

For children with EHC plans all involved agencies will be invited to contribute to the Annual Review.

#### Support for families

The East Sussex local offer which shows the support that is available for children and young people with special educational needs and disabilities in East Sussex: [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer) Information regarding East Sussex parent support services is shared with all SEND parents at various intervals, but particularly when a child is placed on the SEND register, an EHC plan is being sought or the parents are expressing concern over the support in place (see Amaze SENDIASS details below).

Parents are able to self-refer to the school nurse team (see below) and contact East Sussex Children's Integrated Therapy (ESCITS) Service for Speech and Language or Occupational Therapy advice on the number below if their child is known to that service.

The SENDCO/Inclusion Manager is able to share a list of supports for parents on request, please do contact the school office if you would like to arrange a meeting to discuss avenues for support. This information is also available from the school office. Information includes:

- The local offer is available on the school and East Sussex website: [www.eastsussex.gov.uk/localoffer](http://www.eastsussex.gov.uk/localoffer)
- Amaze SENDIASS Special Educational Needs and Disability Information, Advice and Support Service for families in East Sussex: Email: [sendiass@amazesussex.org.uk](mailto:sendiass@amazesussex.org.uk). <https://amazesussex.org.uk/parent-carers/services-and-support/sendiass-helpline/> 01273 772289 Monday – Friday 9.30-2.30pm
- School Nursing Team (ESCIS) 0300 123 4487 Parents can self-refer by calling in or school can support this.
- Educational Psychology helpline for parents 01273 481967
- East Sussex Children's Integrated Therapy (ESCITS) Service for Speech and Language or Occupational Therapy advice on 0300 123 2650
- CLASS+ Autism/Social Communication Support for parents and carers of children/young people with Autism/Social Communication difficulties Twice weekly Advice Line: Mondays 10-1pm. Fridays 12- 3pm Call 01273 336887 and ask for the CLASS+ Advice Line <http://www.facebook.com/CLASSPlus> CLASS@eastsussex.gov.uk or 01273 336887
- Parenting Advice Line Open for parents/Triple P parenting support 01424 725800 [www.openforparents.org.uk](http://www.openforparents.org.uk)
- Family Lives website offers parenting advice in a range of areas – toddlers/preschool, primary, bullying, divorce and separation. Confidential helpline, parenting videos, forums, online parenting courses, leaflets include: Moving to secondary school, discipline, stepfamilies, bullying, starting school and lots more <http://www.familylives.org.uk/> 0808 8002222
- NSPCC helpline professional counsellors available 24/7 for help, advice and support 0808 800 5000

### **Evaluation of the effectiveness of the provision made for pupils with SEND**

The Governors, Headteacher and SENDCO/Inclusion manager use a range of strategies to review the effectiveness of SEN provision including ASP (Analyse School Performance) reports, internal termly data walls and Target Tracker information. The Quality of Teaching is monitored throughout the year and evaluation of individual provision takes place 6 times a year at pupil progress meeting and at least 3 times a year in structured conversations with parents. Parental comments from questionnaires and meeting feedback are also used to inform our action planning. The SEN self-review tool and the East Sussex Quality Inclusion Mark criteria can also be used to support action planning.

### **Recent data for SEND pupils**

Due to Covid-19 there is not school data available for 2019-20 or 2020-21

### **Other reports reviewing SEND provision**

The latest OFSTED reports for each school are available on the schools website: <https://pioneerfederation.co.uk/>

### **Budget allocation**

Continued overleaf

### **Budget allocation**

The notional SEND budget is used to provide support across the school; this includes some contribution to providing teaching assistant support in all classes in the mornings, and to provide additional resources and training.

Notional SEND budget	St Marys	Chiddingly	East Hoathly	Park Mead
2021-22	£36,010	£35,262	£35,217	42,249
	EPS units x 6 EHCP INA SEND TA TA support within the classrooms Resources e.g. Clicker 8 subscriptions,	EPS units x 6 EHCP INA SEND TA TA support within the classrooms Resources e.g. Clicker 8,	EPS units x 2 Resources EHCP INA hours TA support within the classrooms Resources e.g. Clicker 8	EPS units x 6 ESBAS units INA hours TA support within the classrooms Resources

### **Resource Allocation**

- Each teacher is responsible for delivering high quality first teaching that takes into account the needs and strengths of all the children within their class. Differentiation, groupings, consideration of the environment and learning styles is available to all children as a part of quality first teaching.
- Each year Senior Leadership consider how the allocation of additional human resources to each year group. This is reviewed throughout the year as necessary when children arrive/leave the school or as differing needs arise.
- Additional support may take the form of the class teacher adapting their usual style/mode of teaching, support from a Teaching Assistant (TA) in focused intervention in groups or for individuals, personalised resources, or personalised advice from outside agencies.
- Where necessary and as recommended by a professional - specialist equipment, books or other resources that may help the child are sought.

### **How pupils with SEND are enabled to engage in activities available with those in the school who do not have SEND**

The expectation is that all children engage fully in all aspects of school life. The majority of SEND provision takes place in class and all children are expected to access the full range of education activities offered including after school clubs and trips. Teachers take this into account in their daily planning. Where necessary additional risk assessments will take place and reasonable adjustments will take place in order for full participation alongside the peer group. For example following risk assessments additional adults may be allocated to a school trip ensuring higher ratios. Wherever possible, with parental consent, outside providers (of after school clubs for example) are provided with information as necessary to ensure full access is possible.

### **Support for improving emotional and social development**

The school has a number of pastoral support systems in place that allow for the opportunity to listen to the views of children with (and without) SEND and aim to prevent bullying. The school has a Personal Social and Emotional curriculum in place, theme days/weeks and collective worship are used to focus on and revisit these themes. Skills builders are being developed across the Federation to develop skills in a range of areas. 'Pupil voice questionnaires' can be used with individuals to ascertain their feelings regarding school in addition to whole school questionnaires and feedback from the pupil governors. Each class has access to a system for requesting talk time with the class

teacher or a key adult. This maybe 'bubble time' in the classroom or children can use the worry box to request a 'chat' or 'Got a worry' time with a key adult.

Boxall profiling is used to identify and prioritise need for wellbeing provision alongside a new developed wellbeing referral form, designed after discussions with the Mental Health Support Team. Social emotion and wellbeing (SEW) groups and individual interventions are set up to support identified pupils. The Federation uses its combined knowledge from Thrive trained staff, Boxall target identification, the empowerment approach and zones of regulation training under the leadership of the SENDCO to generate SEW plans that run alongside or in addition to SEND plans. PPG funding also supports this provision.

In 2021-22 Park Mead Primary will be supported by the Mental Health Support Team who will be providing some sessions of CBT for older pupils and workshops for parents. PPG funding at Park Mead is providing a small number of counselling sessions throughout this academic year. Park Mead is also supported by the East Sussex Nurture Advisor and this support is disseminated across the Federation by the SENDCO as appropriate.

St Mary's and Park Mead are currently hosting art therapy students who are able to provide a number of art therapy sessions for a small group of students for the year 2021-22.

In addition Chiddingly Primary and East Hoathly Primary are funding access to a Drawing for Talking practitioner for up to 6 children a year.

The SENDCO maintains good links with the Educational Psychology Service and can make referrals to Child and Adolescent Mental Health (CAMHS), Early Help and the school nurse team if required. Other provisions may include speech and language groups, social communication and awareness groups, Jumpahead/BEAM and playtime/lunchtimes clubs and activities. These may be provided as a general whole school activity or as an individual SEND provision. In Autumn 2021 Sensory Circuits is running in all the Federation schools for identified pupils.

#### Admission Arrangements

The Pioneer Federation follows East Sussex Policy for admissions (see the Admissions Policy) which takes into consideration the duties required under the Equalities, SEN, Disability and discrimination legislation. Children with an Educational Health Care Plan can name their preferred school as part of their Annual Review and in these circumstances they must be admitted. For all other SEND children the same criteria apply as is stated in the East Sussex admissions policy.

#### The environment in each school

Like all schools, the Pioneer Federation is subject to the Equalities Act. We are committed to making all reasonable adjustments towards improving accessibility as we maintain and develop the school and its grounds but observe that Chiddingly, East Hoathly and St Marys were all built many years ago. We will take proactive steps to ensure that disabled pupils and non-disabled pupils are treated equally. We currently communicate with parents in direct conversation, phone, letter and email – we ask parents to let us know if they have a particular need that makes one method of communication easier for them. We are sensitive to the needs of parents whose first language is not English or who may have other communication needs. We encourage you to discuss any concerns you might have with us so that we can plan for full inclusion. Further details can be obtained from our Equalities Policy and Accessibility Plan that are available on our website.

#### Chiddingly Primary

Chiddingly was built over 100 years ago, however most of the classrooms are on the ground floor. The site has ramps and doors wide enough to enable wheel chair access. There is an accessible toilet. Access to the field, Forest School

and play area is good and there is ramped entrance to the hall. 3 out of 4 classrooms open out on to area that is shared by the 3 classes. There is a carpark close to the playground entrance with disabled parking bays.

#### East Hoathly Primary School

Our school was built well over 100 years ago; the corridors are narrow in places and there are interior steps to the school office and reception area which are not suitable for ramping. However, all classrooms are on the ground floor and there are individual toilets with wide door access in the main building and in the mobile classroom.

Access to our field and trim trail is good. Classrooms are arranged to provide good access to resources for all children and where access is an issue for particular children this is taken into account by staff.

#### St Mary the Virgin Primary

The classrooms at St. Mary the Virgin CE School (also an old building) are on a level site with easy access to all areas, both inside and outside. The children's entrance to the school is via a sloped lane at the side of the school. There is a steep ramp from the playground to the children's main entrance at the back of the school and small steps from the classrooms that have direct access to the outside area. Access to the school office and hall from the front of the school is via a number of steps. A small carpark (not belonging to the school) is available at the front of the school. There is an accessible toilet. The accessibility plan (available on the website) indicates future plans for improving our school environment. Wheel chair access can be arranged via telephone prior to visit.

#### Park Mead

Access to the class rooms is via level surface from the small carpark and there is a designated disabled space. Currently there are no steps from EYFS to the rest of the school; however the corridor from EYFS and the office entrance to the rest of the building is narrow and not wide enough to allow wheel chair access. The KS1 classroom is only accessible via a long outdoor route. There are few steps from the KS1 classroom and KS2 Playground to the hall. There is steep bank up to the KS2 Outdoor Gym although the main playground and field are flat. Access to the hall from within the building requires two fire doors to be pulled towards you. Corridors leading to the KS2 classrooms are narrow and this area is also the cloakroom facility. The school has a dedicated care suite with shower and height adjustable changing facility.

#### **Arrangements for handling complaints from parents of children with SEND about the provision made in school.**

We like to have an open and cooperative relationship with parents and carers and encourage you to communicate early on if there are any issues or concerns arising. Please contact the school office to make an appointment. If you feel your concerns are not being addressed then you can follow the procedures for a formal complaint.

For concerns about the provision in an EHC plan parents have the statutory right to appeal against the decision of the local authority. Complaints that fall into this category cannot be investigated by the school.

Any concerns regarding the day to day running of the school, interpretation of policies, the actions/inactions of the staff at school, the SEND policy as determined by the governing body, educational provision for children should be considered in line with the school complaints policy. This refers parents to the class teacher in the first instance, and then to the SENDCO/Inclusion Manager and Headteacher in progression if the concern is continues.

Unresolved complaints can be taken directly to the First Tier Tribunal (Special Educational Needs and Disability).

## Appendix A – Records and responsibilities

Class teachers are responsible for ensuring that adequate intervention records are kept and stored in the appropriate place following the guidelines below:

Information required	Person responsible	Location
Access, plan, do and review support plan	Class teacher Master copy in electronic SEND folder	Individual child's SEND folder
SEND TA intervention timetable	SENCO	Electronic SEND timetable folder
Intervention timetable for class based interventions	Class teacher	Electronic SEND timetable folder
Intervention record	Set up by the class teacher following APDR reviews ready for Week 1 to include identified target, the associated intervention and the daily/weekly recording of progress and impact. Sample in the electronic SEND folder	Individual child's SEND folder
Parental liaison structured conversation sheet	Class teachers at least 3 times a year Sample in the electronic SEND folder	Individual child's SEND folder
Pupil voice and liaison sheet or passport	Class teacher - as required, identified in review Master copies are saved in the electronic SEND folder	Individual child's SEND folder