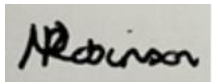




**Central Region
Schools Trust**

Founded by the RSA

Special Educational Needs and Disability (SEND) Policy (School)

Recommended by:	Trust Director of SEND
Approved by: (Trust Board/Committee/Local)	LAGB
Signed:	
Position on the Board:	Chair of Governors
Date Approved:	September 2025
Date of next review:	Autumn Term 2026
Policy Tier (Central/School):	Central

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1. Introduction

Vision

The Central Region Schools Trust (CRST) vision is to ensure social justice through exceptional schools. A founding principle was that our schools 'know' and serve their local community, whilst also recognising that shared knowledge and expertise across our schools makes us all strong in delivering the vision.

Rationale

The Trust is passionate about inclusive education for all and welcomes diversity of culture, religion, and intellectual ability, striving to meet the needs of all pupils from 2 – 18 with a learning difficulty, disability, disadvantage, or special educational needs. The Code of Practice (2015), states that all pupils are entitled to an education that enables them to make progress so that they:

- Achieve their best.
- Become confident individuals living fulfilling lives, and
- Make a successful transition into adulthood whether into employment, further or higher education or training.

The Trust believes that all pupils with a Special Educational Need and Disability (SEND) must have their needs recognised, identified, and assessed, with appropriate and timely intervention put in place.

All staff have due regard to general duties to promote disability equality. The Trust strives to deliver an appropriate curriculum to:

- Provide suitable learning challenges.
- Meet the pupils diverse learning needs.
- Remove the barriers to assessment and learning.

Aims

Our Trust SEND policy aims to:

- Set out how our schools will support and make provision for pupils with SEND. Each school will have their own statutory SEND Information Report setting out their bespoke provision.
- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND through the Graduated Approach/Local Offer.

2. Legislation and Guidance

This policy is based on the statutory Special Educational Needs and Disability (SEND) Code of Practice and the following legislation, including, but not limited to:

- Part 3 of the [Children and Families Act 2014](#)
- [The Special Educational Needs and Disability Regulations 2014](#)
- [Supporting Pupils at school with medical conditions](#)
- [Mental Capacity Act Code of Practice: Protecting the Vulnerable](#)
- [Working Together to Safeguard Children](#)
- [Keeping Children Safe in Education](#)
- [Ofsted Framework](#)
- [The Local Offer](#) for each individual Local Authority in which our pupils reside.
- [SEND Code of Practice 2015](#)
- [Equality Act 2010](#)
- [Academy trust governance guide - Guidance - GOV.UK](#)

3. Definitions

Special Educational Needs (SEN)

A pupil has SEN if they have a learning difficulty or disability that calls for special educational provision to be made for them. They have a learning difficulty or disability if they have:

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

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

Disability (D)

Many children and young people who have SEN may have a disability under the Equality Act 2010. “A physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities”.

Equality of Opportunity

The Trust believes that all pupils should be equally valued in school. Each school will strive to eliminate prejudice and discrimination, and to develop an environment where all pupils can flourish and feel safe.

The CRST is committed to inclusion and high-quality teaching for all. In all schools the Trust aims to embed a sense of community and belonging, and to offer new opportunities, acceptance and understanding of pupils who have experienced and deal daily with their learning barriers and disabilities. This does not mean that schools will treat all pupils in the same way, but that schools will respond to pupils in a way which takes account of their varied life experiences and needs/learning barriers.

The Trust believes that educational inclusion is about equal opportunities for all pupils, whatever their age, gender, ethnicity, impairment, attainment, starting point and background.

Each school within the Trust will pay particular attention to the provision for and the achievement of different groups of learners:

- All genders & gender identities (LGBTQ+)
- Minority ethnic and faith groups, travellers, asylum seekers and refugees
- Pupils who need support to learn English as an additional language (EAL)

- Pupils with special educational needs / LPA (Low prior attainment) / learners who are disabled.
- Pupils encountering mental health / emotional well-being issues.
- Pupils who are gifted and talented.
- Pupils who are entitled to the Pupil Premium: free school meals / Ever 6 and looked after children/asylum seekers.
- Pupils who have long term medical needs; those who are young carers; those who are in families under stress; pregnant schoolgirls and teenage mothers and CIN – Children in Need.
- Pupils who are at risk of disaffection and permanent exclusion and/or becoming a NEET (Not in Education, Employment or Training).

This policy describes the way we want our schools to meet the needs of pupils who experience barriers to their learning, which may relate to sensory or physical impairment, cognition and learning, communication, and interaction difficulties, mental, emotional, or social development, or may relate to factors in their environment, including the learning environment they experience in school.

The Trust recognises that pupils learn at different rates and that there are many factors affecting achievement, including ability, emotional state, social reasons, age, previous experiences at their previous schools and individual maturity. We believe that many pupils, at some time in their school career, may experience difficulties which affect their learning, and we recognise that these may be long or short term.

4. Roles and responsibilities

The Trust

The Trust has a Director of SEND who oversees the provision and practice within all the schools in the Trust alongside the Executive School Improvement Leader.

The SENDCO

Each school within the Trust has a SENDCO who is a qualified teacher and is suitably qualified to carry out this role. The NPQ SEND Qualification must be completed within three years of taking up the role as SENDCO.

The SENDCO will:

- Work with the Principal and SEND Governor to determine the strategic development of SEND and its provision in the school.
- Have day-to-day responsibility for the operation of the Trust SEND policy and the co-ordination of specific provision made to support individual pupils with SEND, including those who have Education, Health, and Care Plans (EHCP) as outlined in the school's statutory SEND Information Report.
- Provide professional guidance to colleagues and work with staff, parent carers, and other agencies to ensure that pupils with SEND receive appropriate support and high-quality teaching.
- Advise on the Graduated Approach/Local Offer to providing SEND support.
- Be part of any suspensions involving a SEND pupil, or as appropriate if identification of need, is required.
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Be the point of contact for external agencies, especially the local authority (LA) and any support services.
- 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.
- Ensure the school keeps the records of all pupils with SEND up to date.
- Be responsible for writing and reviewing the school's SEND Improvement Plan, alongside the SEND Trust support (Director of SEND).

- Ensure Exam Access Arrangements and requirements (SATS and JCQ for BTEC, GCSE & GCE) are assessed by a Level 7 specialist / assessor and applied for effectively with detailed evidence from teaching staff with regard to assisting and enabling a pupil's normal way of working.

The Role of the Local Academy Governing Board (LAGB)

The Local Academy Governing Board (LAGB) must:

- Co-operate with the local authority in reviewing local SEND provision and in developing the Local Offer.
- Use their best endeavours to ensure that children and young people with SEND receive the support they need.
- Ensure that pupils with SEND engage in the activities of the school alongside those who do not have SEND.
- Inform parents when special educational provision is being made for their child.
- Ensure that arrangements are in place to support pupils with medical conditions.
- Provide access to a broad and balanced curriculum for all pupils.
- Ensure that pupils from Year 8 onwards receive independent and impartial careers guidance.
- Have a clear approach to identifying and responding to SEND and provide an annual report to parents on their child's progress.
- Maintain accurate and up-to-date records of the provision made for pupils with SEND.
- Publish on the school website:
 - The implementation of the governing board's SEND policy (the SEND Information Report).
 - Arrangements for the admission of disabled pupils.
 - Steps taken to prevent disabled pupils from being treated less favourably than others.
 - Facilities to assist access for disabled pupils.
 - The school's accessibility plan.
- Ensure that a qualified teacher is designated as the Special Educational Needs Co-ordinator (SENDCO).
- Determine how resources are allocated to support the progress of pupils with SEND.

The Role of the SEND Link Governor

Each school within the Trust appoints a Link Governor for SEND. Their responsibilities include:

- Raising awareness and promoting accountability for SEND at LAGB meetings.
- Monitoring the quality and effectiveness of SEND provision and reporting findings to the LAGB.
- Working with the Principal and SENDCO to support the strategic development of SEND provision.
- Attending termly briefings and bespoke training delivered by the Trust Director of SEND

Principal

Across the Trust all Principals have a responsibility through Section five of the [Principal's Standards](#) to support all pupils, including those with special educational needs and/or disabilities. They must designate a member of SLT to be responsible for SEND if the SENDCO is not a member of SLT.

The School Leader for SEND will:

- Regularly work with the SENDCO and SEND Governor to determine the strategic development of the SEND provision within the school.
- Have an accurate overview of the SEND profile at the school and the pupils currently on the SEND register.
- Have responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the local authority to support individual pupils (Element 2 and 3)
- Have clarity of arrangements in place in order to respond to need.
- Ensure that the SENDCO has sufficient time and resources to carry out their strategic role effectively.
- Monitor SEND reviews in liaison with the SENDCO.

- Monitor teaching and learning arrangements made for SEND pupils including the deployment of Achievement Assistants
- Advise the relevant LA when a formal assessment may be necessary or following a EHCP Annual Review

Teachers

Across the Trust all teachers have a responsibility for high quality adaptive teaching through all of the eight [Teachers' Standards](#) to support all pupils, including those with special educational needs and/or disabilities (Standard 5)

They are responsible for:

- Planning and providing high quality teaching that is adjusted and adapted to meet the individual needs of the pupils through a Graduated Approach
- The progress and development of every pupil in their class as directed by any Individual Pupil Learning Plans
- Directing Achievement Assistants, or specialist staff to enable them to plan and assess the impact of their support and interventions. Each teacher should use this information to plan for the next steps for teaching and learning of each individual pupil.
- Working with the SENDCO to review each pupil's progress and development and decide on any changes to provision in line with evidence-based interventions (numerous Education Endowment Foundation documents: [Special Educational Needs in Mainstream Schools](#) | EEF (educationendowmentfoundation.org.uk))
- Ensuring they follow this policy and the school's SEND Information Report.
- Reading Chapter 6 of the SEND Code of Practice 2015

5. Categories of Special Educational Need

Pupils with SEND are categorised under one of the four following areas of need as set out in the SEND Code of Practice (2015).

Cognition and Learning

Support for learning difficulties may be required when pupils learn at a slower pace than their peers, even with appropriate differentiation, adjustments and/or adaptations. Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where pupils are likely to have severe and complex learning difficulties, as well as a physical disability or sensory impairment. Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia, dysgraphia, and dyspraxia.

Sensory and/or Physical Needs

Impairments which prevent or hinder pupils from making use of the educational facilities generally provided, such as vision impairment (VI), hearing impairment (HI) or a multisensory impairment, diabetes, epilepsy, and cancer, are included under the definition of disability, but children with such conditions do not necessarily have SEND. These conditions can be age-related and can fluctuate over time. A pupil with a disability or medical need is only covered by the definition of SEND if they require special educational provision (additional and/or different provision to their peers relevant to their starting point).

Social, Emotional and Mental Health

Pupils may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive, or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-

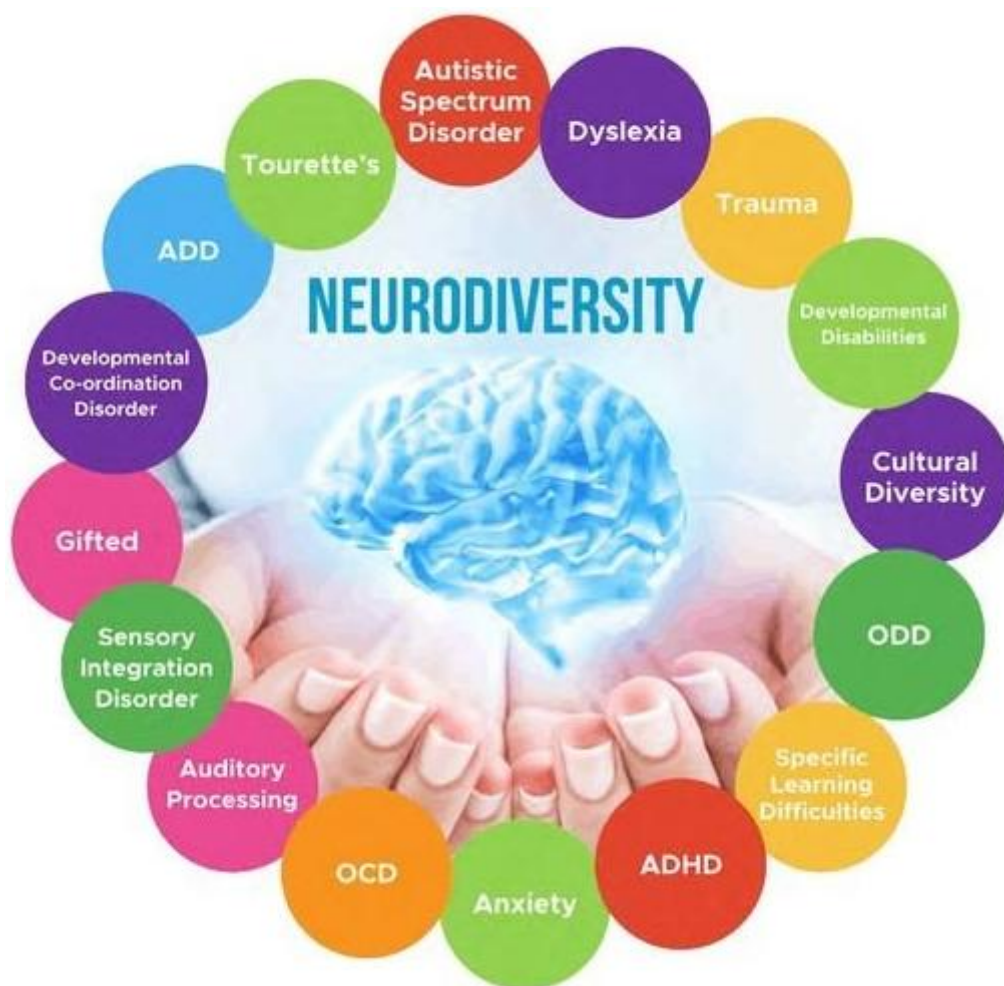
harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other pupils may have disorders such as Attention Deficit Disorder, Attention Deficit Hyperactive Disorder or Attachment Disorder.

Communication and Interaction

Pupils with speech, language, and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to or they cannot understand what is being said to them, or they do not understand or use social rules of communication. The profile for every pupil with SLCN is different and their needs may change over time. They may have difficulty with one, some or all the different aspects of speech, language, or social communication at different times of their lives. Pupils with Autistic Spectrum Condition (ASC), including Asperger's Syndrome and Autism, are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication, and imagination, which can impact on how they relate to others.

Neurodiversity

We are seeing an increase in the number of pupils who are Neuro-Diverse.



Neurodiversity refers to the different ways the brain can work and interpret information. It highlights that people naturally think about things differently. We have different interests and motivations and are naturally better at some things and poorer at others.

Most people are neurotypical, meaning that the brain functions and processes information in the way society expects.

This means that some pupils will have needs that do not fit under just one category of need. It is very important that schools identify the underlying, primary need to be able to provide appropriate provision.

A pupil may have a diagnosis of a specific condition that would fit into one of these broad areas of need but if they are not receiving additional to or different from provision they are not classified as SEND.

6. Levels of Support

The level of the support that pupils with SEND require is denoted by the following categories:

SEND Support (K)

These are pupils who are classified as having special educational needs and/or disability. These pupils receive provision which goes above and beyond the mainstream provision and is classified a 'graduated approach'. Pupils on SEND Support do not have a specific funding stream designated specifically to support their needs, but a proportion of the school's notional SEND budget is allocated to support these pupils to make progress.

EHCP (Education and Health Care Plans) (E)

Pupils with an EHCP have complex special educational needs and/or disability. Their provision is bespoke to the child and is classified as an 'individualised' model of support. There is an expectation that a proportion of the school's Notional SEND Budget is allocated to support these pupils. These pupils may receive a designated funding allocation from the High-Level Needs funding block (Element 3) from the local authority to support them in school and to provide bespoke additional educational provision which goes above and beyond mainstream provision. It is important that school leaders are aware that this additional funding within their budget is monitored and spent solely to ensure outcomes for EHCP pupils are met.

SEND/ Inclusion Register

All schools will keep a SEND Register of all pupils who are on SEND Support or who have an EHCP. They may choose to have an additional needs/inclusion register to include SEND plus other groups including those they may be monitoring, those with medical needs, disadvantaged and in receipt of pupil premium, Looked After Children (LAC), those with English as an Additional Language (EAL) and those identified as requiring Access Arrangements.

Graduated Approach

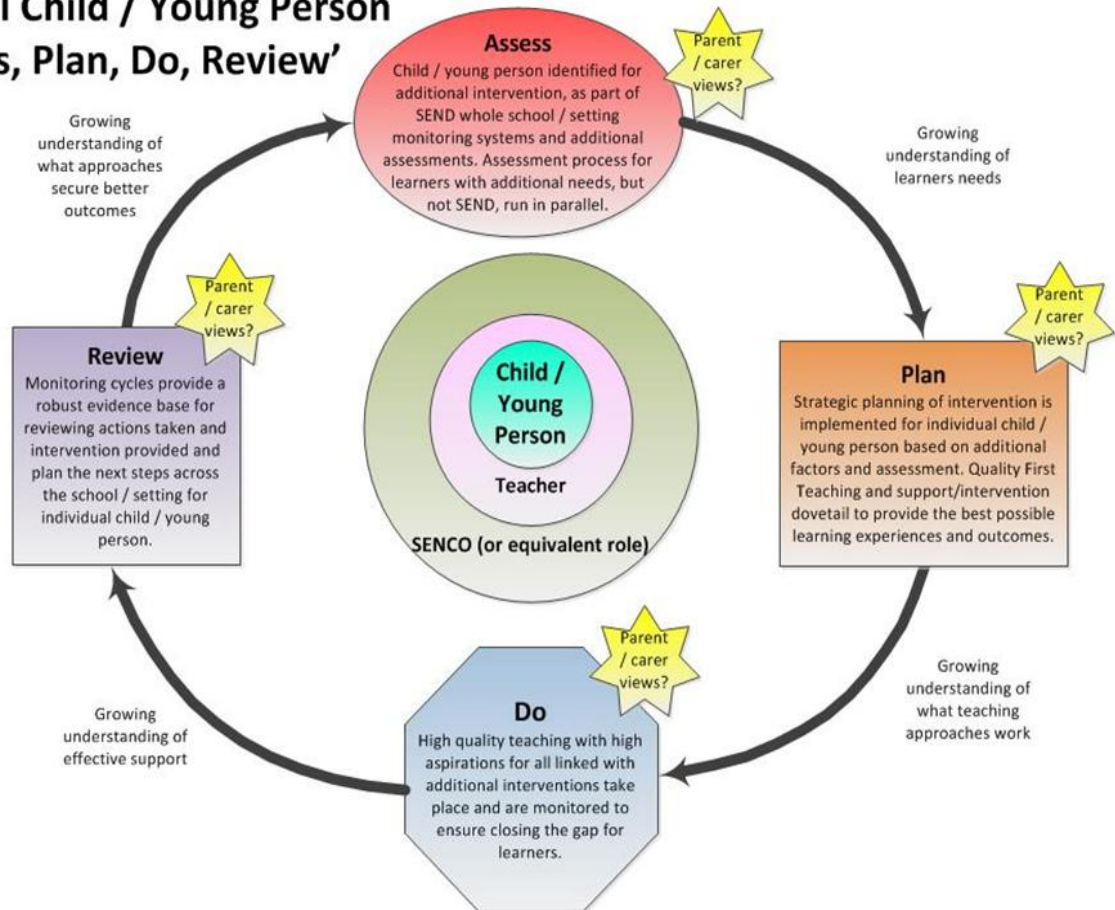
Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Achievement Assistants, or specialist staff. A cyclical four stage process – Assess, Plan, Do Review (CoP 6.44 to 6.56) must be followed by all staff. These evaluations and monitoring arrangements promote an active process of continual review and improvement through the waves / tiers of SEND provision for all pupils.

The 'assess, plan, do, review' cycle can be repeated as many times as needed to help the pupil progress.

Some pupils will show good progress after the first round of support is put in place, but those with more complex needs might benefit from the cycle being repeated several times.

It is important that all evidence of monitoring is kept, in case a pupil requires more complex, significant and/or external specialist input as they progress through the higher levels of waves / tiers of SEND provision that are essential within the Graduated Approach.

Individual Child / Young Person 'Assess, Plan, Do, Review'



Assess (CoP 6.45) Analysis

The first step is to collect the right information and find the right people to be able to plan support. If a pupil isn't making the expected progress, draw on:

- Information from their teachers
- Information from previous educational providers
- The views of the child, young person, and their family
- Any external services or organisations involved.

Plan (CoP 6.49) Intent

During this step teachers, the SENDCO) the pupil and their family should agree on new interventions, support, and the expected outcomes. The agreement should be recorded on the school's systems and explained to all appropriate and relevant staff.

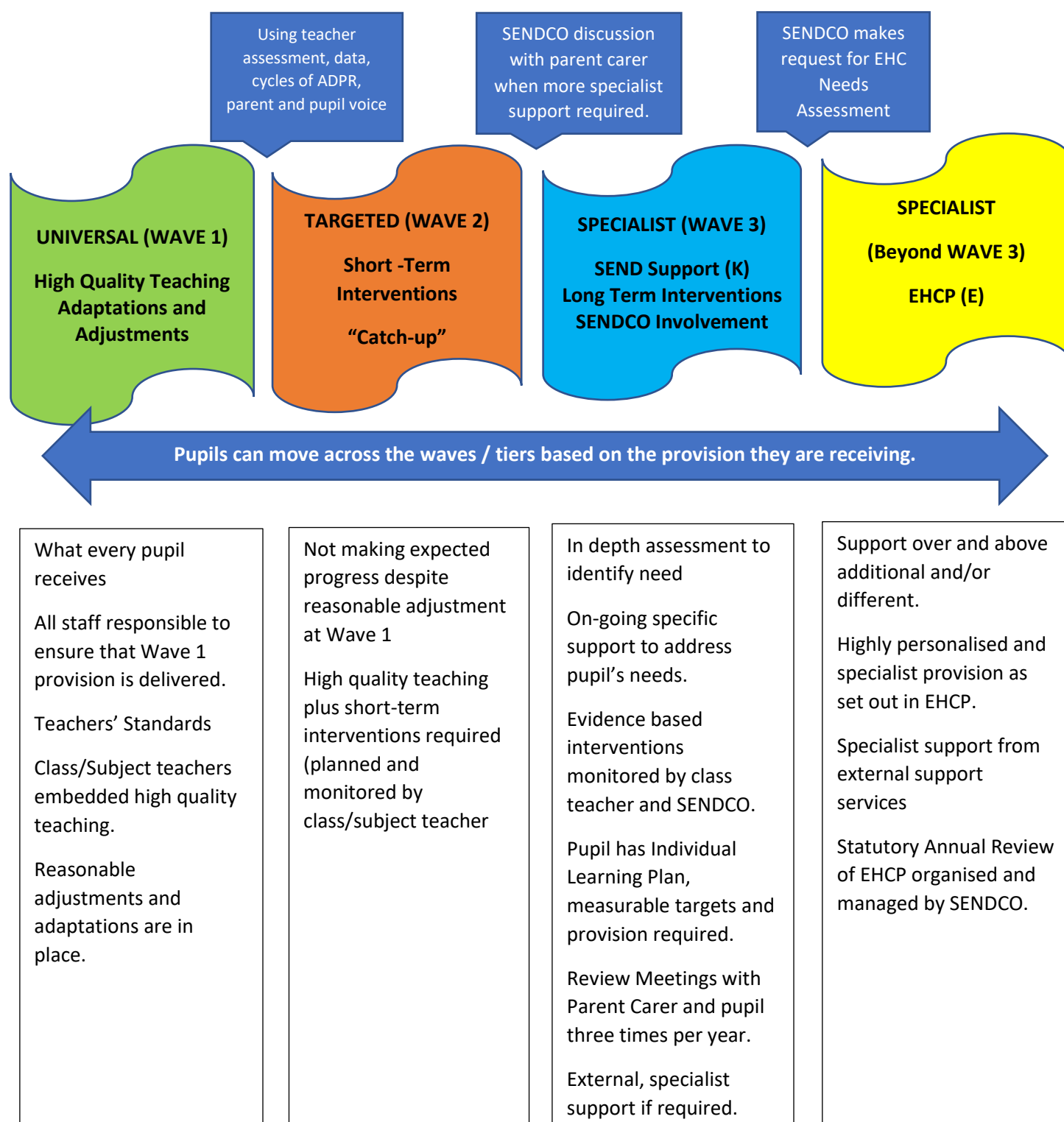
Do (CoP 6.52) Implementation

In this step, the plan is put into practice. The pupil's class or subject teachers are responsible for checking whether the plan is working daily.

Review (CoP) 6.54 Impact

The impact of the plan is reviewed by teachers, the SENDCO, the pupil and their family. Good enough progress may mean SEND support is no longer needed or a further cycle of Graduated Approach is required, or an Education, Health and Care Needs Assessment needs to be requested.

Waves / Tiers of Provision



Individual Provision Passport or similar (IEP)

Within each school's SEND Information Report there should be an explanation of how the school is recording the APDR process. This should include the capturing of pupil and parent carer voice.

7. Inclusive Attendance, Behaviour and Welfare

The Trust has high expectations that all pupils attend school. Within each school there is a supportive programme for behaviour and welfare that considers individual needs.

It is very important that school's monitor the attendance and behaviour of all pupils but make special reference to vulnerable and disadvantaged groups including SEND, and SEND provision within the school supports attendance, specifically relating it to the four areas of need.

Where schools have different support teams (Learning Support, Pastoral, Attendance, Behavioural, Safeguarding) these should work together when considering the Graduated Approach / Waves or tiers of provision required for individual SEND pupils. This will ensure a collaborative Team Around the Child approach.

When serious incidents occur, and a SEND pupil requires a period of suspension the SENDCO should be involved in this process to ensure that all SEND Code of Practice reasonable adjustments have been considered.

All schools should have a trained Senior Mental Health Lead (DfE approved) who will work across the different support teams to ensure that all pupils are able to access appropriate support for their SEMH needs.

8. SEND Information Report

Every school must produce a SEND Information Report that is reviewed annually and updated as and when required. When reviewing this report, it is good practice to seek the views of parent carers, pupils, and other stakeholders.

The SEND Information Report must contain information on:

- The kinds of SEND that are provided for.
- How the school identifies pupils with SEND
- The name and contact details of the SENDCO.
- Arrangements for consulting parents of pupils with SEND and involving them in their child's education.
- Arrangements for consulting pupils with SEND and involving them in their education.
- Arrangements for assessing and reviewing pupil's progress towards outcomes. This should include the opportunities available to work with pupils as part of this assessment and review.
- Arrangements for supporting pupils in moving between phases of education and in preparing for adulthood. As pupils prepare for adulthood outcomes should reflect their ambitions, which could include higher education, employment, independent living, and participation in society.
- The approach to teaching pupils with SEND
- How adaptations are made to the curriculum and the learning environment of pupils with SEND
- The expertise and training of staff to support pupils with SEND, including how specialist expertise will be secured.
- Evaluating the effectiveness of the provision made for pupils with SEND.
- How pupils with SEND are enabled to engage in activities available with pupils in the school who do not have SEND
- Support for improving emotional and social development. This should include extra pastoral support arrangements for listening to the views of pupils with SEND and measures to prevent bullying.
- How the school involves other bodies, including health and social care bodies, local authority support services and voluntary sector organisations, in meeting pupils SEND and supporting their families
- arrangements for handling complaints from parents of pupils with SEND about the provision made at the school.

The report should also include:

- The arrangements for the admission of disabled pupils

- The steps you have taken to prevent disabled pupils from being treated less favourably than other pupils.
- The facilities you provide to help disabled pupils to access the school.
- The plan prepared under paragraph 3 of schedule 10 to the Equality Act 2010 (accessibility plan) for:
 - increasing the extent to which disabled pupils can participate in the school's curriculum.
 - improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school.
 - improving the delivery to disabled pupils of information which is readily accessible to pupils who are not disabled.

9. Safeguarding and SEND

Children with special educational needs, disabilities, or health issues (pages 54-55)

201. Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. Governing bodies and proprietors should ensure their child protection policy reflects the fact that additional barriers can exist when recognising abuse, neglect and exploitation in this group of children.

These can include:

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration
- These children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children
- The potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs
- Communication barriers and difficulties in managing or reporting these challenges
- Cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.

202. Any reports of abuse involving children with SEND will therefore require close liaison with the designated safeguarding lead (or a deputy) and the special educational needs coordinator (SENCO) or the named person with oversight for SEND in a college.

203. Schools and colleges should consider extra pastoral support and attention for these children, along with ensuring any appropriate support for communication is in place. Further information can be found in the department's:

- [SEND code of practice: 0 to 25 years - GOV.UK](#) and
- [Supporting pupils with medical conditions at school - GOV.UK](#)

And from specialist organisations such as:

- The Special Educational Needs and Disabilities Information and Support Services (SENDIASS). SENDIASS offer information, advice and support for parents and carers of children and young people with SEND. All local authorities have such a service: [Find your local IAS service](#)
- [Learning Disability - Down syndrome - Williams syndrome | Mencap](#) - Represents people with learning disabilities, with specific advice and information for people who work with children and young people
- [Children with special educational needs and disabilities \(SEND\) | NSPCC Learning](#) and [Safeguarding d/Deaf and disabled children and young people | NSPCC Learning](#)

10. SCHOOL APPENDIX

Arrow Valley

Arrow Valley First School is part of the CRST and serves a diverse community in Redditch. At Arrow Valley First School we believe that all children are entitled to be happy and to receive the best possible education and opportunities to reach their full potential.

We strive to provide an environment in which all children learn relevant skills and values to enable them to lead a fulfilled life in a rapidly changing world, both during their time at Arrow Valley and for the rest of their lives. We believe every child is unique and deserves to be treated and respected as an individual. This influences all that we do.

Arrow Valley First School is an inclusive school where we aim:

- To provide a whole school response to special educational needs within the overall ethos of the school.
- To identify any difficulty as early and as thoroughly as possible, thereby building and maintaining pupils' self-esteem.
- To encourage parental co-operation and involvement and to keep parents/carers informed at every stage.
- To seek the views of the child where possible regarding plans and targets.
- To provide a positive and active approach from all the school staff to ensure that children feel valued.
- To endeavour to give maximum equal opportunity for gaining access to the curriculum.

Arrow Valley aims to:

- Set achievable targets of small learning steps thereby promoting self-esteem and a positive attitude to learning.
- Employ a variety of resources and teaching strategies to enable the curriculum to be adjusted to meet the needs of learners in all areas learning.
- Work in partnership with parents/carers and pupils.
- Make all staff aware of the range of external agencies available to support children.
- Make all staff aware of the need for a whole school response to Special Educational Needs as set out in the SEND Code of Practice (2014).

Safeguarding Pupils with SEND

As part of the Arrow Valley First School's dedication to safeguarding all children, we acknowledge that some pupils who have additional needs may be more vulnerable than their peers to abuse. As a result, all staff receive annual safeguarding training, with particular attention to paragraph 199 of the Keeping Children Safe in Education document:

"Children with special educational needs and disabilities or health issues (paragraph 199). Children with special educational needs or disabilities (SEND) or certain medical or physical health conditions can face additional safeguarding challenges both online and offline. Governing bodies and proprietors should ensure their child protection policy reflects the fact that additional barriers can exist when recognising abuse and neglect in this group of children. These can include:

- *assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the child's condition without further exploration*

- *these children being more prone to peer group isolation or bullying (including prejudice-based bullying) than other children*
- *the potential for children with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs, and*
- *communication barriers and difficulties in managing or reporting these challenges.*
- *cognitive understanding – being unable to understand the difference between fact and fiction in online content and then repeating the content/behaviours in schools or colleges or the consequences of doing so.”*

Early Years and Foundation Stage

The Early Years Foundation Stage (EYFS) is the statutory framework for children aged 0 to 5 years. The school has arrangements in place to support EYFS pupils with SEND. Arrow Valley First School ensures all staff who work with these children are alert to emerging difficulties and respond early.

Parents know their children best and it is important that all practitioners listen and understand when parents express concerns about their child's development. Arrow Valley First School also listens to and addresses any concerns raised by children themselves.

Children with Specific Circumstances

Looked after children: Children at the school who are being accommodated, or who have been taken into care, by the LA are legally defined as being 'looked after' by the LA. Arrow Valley First School has a named Access and Inclusion Leader, who is also LAC Lead and SENDCO, who works with the class teachers to ensure that suitable provision is in place for looked after children (LAC). This enables a global consultation on the appropriate provision for LAC children if they also have a specific special educational need, such as attachment disorder, which may affect their ability to access the curriculum or learning facilities in the same way as their age-appropriate peers. All LAC children have a Personal Education Plan (PEP) and if applicable this will link closely to their Individual Provision Map.

English as an Additional Language (EAL): The school gives particular care to the identification and assessment of a SEND need of children whose first language is not English. It is necessary to consider the pupil within the context of their home, culture and community. Where there is uncertainty about an individual pupil, the school makes full use of any local sources of advice relevant to the ethnic group concerned, drawing on community liaison arrangements wherever they exist. Arrow Valley First School understands that English as an additional language is not equated with learning difficulties. At the same time, when children who have EAL make slow progress, it should not be assumed that their language status is the only reason; they may have learning difficulties. The school looks carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of the language that is used there or arise from SEND.

Supporting Successful Transition

The school will ensure that pupils are supported to make a smooth transition to whatever they will be doing next, e.g. moving on to secondary school, changing year groups or phase. This support may take different forms, such as a photograph transition booklet or extra 'moving up' visits, depending on the needs of the individual child. The school will engage with middle schools to help plan for any transitions. Extra meetings may be arranged between children, families and school SENDCOs to ensure that information is shared effectively. If a child with identified SEND joins Arrow Valley First School the SENDCO will arrange to meet the child and their family. Information will be shared with the class teacher to ensure transition into the school is as smooth as possible for the child. An EHC plan must be reviewed and amended in sufficient time prior to the pupil moving between key phases of education, to allow for planning for and, where necessary, commissioning of support and provision at the new phase.

The key transfers are the following:

- Early years provider to First school
- First school to middle school
- New pupils to the school

Data and Record Keeping

Arrow Valley First School will:

- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
- Show all the provision the school makes which is different or additional to that offered through the school curriculum on a provision map.
- Keep data on the levels and types of need within the school and makes this available to the LA.
- The SEN information report for parents will be published on the school website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the SEND Code of Practice 2015.

Confidentiality

The school will not disclose any SEND paperwork related to a child without the consent of the pupil's parents/carers, with the exception of disclosure:

- To a SEND tribunal when parents/carers appeal, and to the Secretary of State under the Education Act 1996.
- On the order of any court for the purpose of any criminal proceedings.
- For the purposes of investigations of maladministration under the Local Government Act 1974.
- To enable any authority to perform duties arising from the Disabled Persons (Services, Consultation and Representation) Act 1986, or from the Children Act 1989 relating to safeguarding and promoting the welfare of children.
- To Ofsted inspection teams as part of their inspections of schools and LAs.
- To any person in connection with the pupil's application for students with disabilities allowance in advance of taking up a place in higher education.
- To the Principal (or equivalent position) of the institution at which the pupil is intending to start their next phase of education.

Complaints and Resolving Disagreements

In the event of a complaint in respect of provision for a child with SEND, parents should first approach the class teacher. If the parent is not satisfied with how this has been resolved, they should arrange to meet with the school SENDCO. If the parent is still dis-satisfied with the resolution they should arrange to meet the Vice Principal or Principal and they will investigate and meet again with the parent. If necessary the complaint may be referred on to the Governing Body, who will respond to it directly.

Further Information and Support

Further information about provision for children with SEND can be found from:

- The Local offer on Worcestershire County Council website:
<http://www.worcestershire.gov.uk/sendlocaloffer>
- SEND Code of Practice Government guide for parent carers: www.gov.uk/government/publications/send-guide-for-parents-and-carers SEND Information, Advice and Support Service (formerly Parent Partnership Service) www.SENDworcestershire.co.uk
- SENDIASS (parental support) **Telephone:** [01905 768153](tel:01905768153) or **Email:** sendiass@worcestershire.gov.uk