



Special Education Needs And Disabilities Policy (SEND)

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REVIEW HISTORY

Version No.	Date of Change	Change Summary	Page No
1.0	12/10/2025	Updated branding	

The object of the policy is to inform staff, governors and parents how the school provides the most effective provision for children with special educational needs (SEND).

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1. The School's SEND Co-ordinator (SENDCo) is:

Anya Chadwick and Amie Turner (Pre-School and Foundation Stage)

2. The General Admission Policy for School is as follows:

- a) Admission arrangements are as determined by the Local Authority (L.A)
- b) No child in the catchment area will be refused admission to school solely on grounds that he / she has special educational needs.
- c) Children outside the catchment area who have SEND for which this school can cater, will be considered for admission in year groups where the planned admission limit has not been achieved.

Woodland Grange strives to be a fully inclusive school. All pupils are welcome, including those with special educational needs and disabilities, in accordance with the LA's admissions policy. Under Part 3 Section 39 of the Children and Families Act 2014, if a parent wishes to have their child with an Education Health Care plan educated in mainstream the LA must provide a place, unless the school is unsuitable for the age, ability, aptitude or special educational needs of the child concerned, or the attendance of the child would be incompatible with the provision of efficient education of other children or the efficient use of resources.

3. Facilities available:

- a) Toilets for disabled children and adults situated in the main building and the Hall.
- b) All classrooms are on one floor. The three mobile classrooms are accessible along with the school hall, the main building and the pre/after care mobile.

We very much value the contribution made by pupils with SEND to the school, and would like to discuss arrangements most suited to children with their parents before admitting any children with SEND to the school, to enable us to meet their needs as fully as possible.

Specialised Staff

The SENDCo regularly attends Special Educational Needs and Disability courses and disseminates information to colleagues. All staff have received Making Sense of Autism training in August 2025 and the majority of staff have attended Good Autism Practice training. This is part of a rolling programme of training so will continued to be updated regularly. Specific Teaching Assistant's and teaching staff members are able to use Makaton to support communication and language development and teaching staff have received training in making their classrooms and teaching Dyslexic friendly. We have also had input relating to Working Memory difficulties. All staff have received training in using Word Aware, the use of Colourful Semantics and the Language for Thinking intervention as part of our participation in the Language for Living project in 2023 - 2024. In 2024 – 2025 all staff have had access to training through the PINS (Partnership for Inclusion of Neurodiversity in Schools) project. This offer will continue this academic year. Where children have specific needs, teachers attend relevant courses e.g., how to best support children with hearing or visual impairment within the classroom. To support the needs of children with physical difficulties, staff are trained on a rolling programme to use a hoist to enable safe transfers from a wheelchair. One of our members of staff is a trained ELSA (Emotional Literacy Support Assistant) who continues to update their training and is supervised by the Educational Psychology Service. Training for staff is regularly updated.

The school is supported by outside agencies such as the following:

- Speech and language service
- Educational Psychology Department
- Occupational Therapy Service
- Hearing and Vision Support Services
- School Health Service
- Autism Outreach
- Physiotherapy Service
- Special School Outreach Service
- Special Needs Teaching Service
- Early Help
- Community Paediatricians
- School Health Service
- CAMHS

4. The provision for children with SEND is regularly checked by:

- The governor with a special interest in SEND • The Head and SEND Co-ordinator (SENDCO)
- Continuous assessment and review.

5. The Budget

The school has an annually delegated budget. Funding is allocated on the basis of pupil numbers, deprivation and top-up funding is received for some pupils. The SEND budget is identified each year for:

SENDCo release

Staffing - Teacher and ancillary support

Equipment

Training and assessment.

Funding for children with Education Health Care plans is retained by the L.A. and allocated by the Families, Children and Young People's and Service (FCYPS).

6. Monitoring Budget

The budget is monitored regularly throughout the year by the Head teacher and the Governing Body, to ensure that the allocation for SEND is:

Being used to support the progress of children.

All programmes and support are monitored carefully by the staff, who do all they can to ensure that parents are fully involved and help in the monitoring of their child's progress.

7. Aims and Ethos

Woodland Grange Primary School has a commitment to:

a whole school approach to SEND whereby all who participate in the day-to-day life of the school recognise their collective responsibility for children who are experiencing difficulty in their learning and /or behaviour and children who have physical, sensory, emotional, mental health, social and communication difficulties. Our aim is to provide appropriate education that promotes high standards of achievement for all whilst fulfilling the potential of our learners. We want children to achieve their best and become confident individuals who live fulfilling lives. We want them to make a successful transition to us from a previous school or from us to their next placement, wherever that may be.

Woodland Grange strives to be an inclusive school, engendering a sense of community and belonging through its

- Inclusive ethos
- Broad, balanced and stimulating curriculum for all pupils
- System for early identification of barriers to learning and participation
- High expectations and appropriate SMART targets for children
- Intervention programmes targeting specific needs

8. Identification and assessment

It is helpful to identify children with SEND as soon as possible. If a teacher has concerns about a child, they should follow the appropriate protocol as set out in their SEND file (identifying needs or areas of difficulty – completion of Initial Concerns Checklist) and bring this information to a discussion with the SEND Co-ordinator.

Definition

The Code of Practice for SEND

The current legal definition of special educational needs is as follows:

“A pupil has SEND where 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.”

For the vast majority of children their needs will be met within school, with outside help if necessary. If a child has more complex SEND the L.A., in conjunction with the family, school and any relevant outside agencies, will arrange the provision for the child by means of an Education Health and Care Plan (EHCP).

The Graduated Approach

The school follows a staged process for identification, assessment and provision, in accordance with the SEND Code of Practice. We follow the assess, plan, do, review model that enables staff to closely monitor and individualise the teaching of children with SEND enabling the pupils to make the progress of which they are capable. This approach recognises that there is a continuum of SEND and there is not always a forward progression through the stages. Where pupils’ progress is not adequate, it will become necessary to provide **“special educational provision, namely provision different from or additional to that normally available.”**

STAGE 1- SEND support

The class teacher takes initial action and gathers information.

- a) The class teacher identifies the child's area of difficulty and discusses concerns about the child with the SEND Co-ordinator using the Initial Concerns Checklist proforma. If it is deemed appropriate, the child is identified as needing to be placed on the SEND record.
- b) The Head teacher is informed.
- c) Discussion with parents takes place and concern is registered.
- d) The class teacher devises interventions additional to or different from those provided as part of the school's usual differentiated curriculum and records targets on an individual education plan (I.E.P.)/ Targeted Plan. Parents are informed of these targets and a copy is signed by parents, class teacher and SENDCo.
- e) A review date is set (e.g. termly) when the class teacher reviews the child's progress against their targets with parents (and child if appropriate) and new ones are set with support from the SENDCo. Where possible/appropriate the child should be involved in their target setting.

STAGE 2 – SEND support plan

A child is moved to this stage if it is felt that the child has not made the necessary progression against the IEP targets/Targeted Plan or arrives at school with clearly identifiable additional needs, and it is felt that the following external agencies need to be involved:

- The Educational Psychology Service
- The Speech and Language Therapy Service
- The Hearing and Vision Support Service
- The Occupational Therapy Service
- The Physiotherapy Service
- Community Paediatric Service
- Autism Outreach
- Specialist Teaching Service
- Special School Outreach Service

After discussion with parents, and when parental permission is obtained, the teacher and SEND Co-ordinator submit a referral form to appropriate support services or agencies and are subsequently supported by specialists from outside the school.

Specialists observe the child in school or at a clinic and generally submit a written report as well as give verbal feedback to staff and parents.

Additional or different strategies to those at SEND support are put into place and a new IEP/Targeted Plan is reviewed and amended. The SEND support plan is regularly reviewed and updated to reflect the changing needs of the child. A one-page profile is created to reflect the child's needs and to communicate what is important to them.

The Head teacher is informed.

STAGE 3 – SENIF (Special Educational Needs Intervention Funding) Request

School, with parental involvement, submit the SENIF request to the L.A. The L.A. consider the need for SENIF by reflecting on all the information submitted to them. The school will, at this stage, already have explored as many avenues as possible to support the child's needs in school and will be seeking the funding to continue this support until the end of a set period of time. If SENIF is granted, the SEND support plan will

continue to be regularly reviewed and a decision will be made with the family and school about the next steps. If the child is continuing to require support and is not making progress despite the interventions in place, it may be appropriate to apply for an EHCP when the SENIF funding comes to an end.

STAGE 4 – Education Health and Care plan (EHCP)

The L.A. consider the request for an EHCP and if appropriate create an EHCP that reflects the child's individual needs. The EHCP is reviewed annually where the family and all professionals involved with the child are invited to a meeting at school to decide if the EHCP is still relevant or requires changing to better reflect the child's needs. It considers the outcomes in the EHCP and discussion is had around the progress the child has made towards these. During the year, the child's needs are reviewed within school alongside the IEP targets/ Targeted Plan to continue to promote work on the specific areas of difficulty the child has.

Removal from the record

If a child has made progress that means they now are able to access the learning at age appropriate levels and the gap has been closed in attainment levels, staff will review the IEP with the parents to discuss the removal of their child from the SEND record. This will be recorded on the SEND record.

9. Curriculum Access and Provision

To meet the learning needs of all pupils, teachers are required to differentiate work. They work to meet individual learning needs and to mark work and plan homework effectively.

Where pupils are identified as having SEND, the school provides for these additional needs in a variety of ways. The provision for pupils is related specifically to their specific areas of difficulty.

The range of provision includes:

- in-class support for small groups with a Teaching Assistant (TA)
- small group withdrawal with TA
- individual class support / individual withdrawal
- further differentiation of resources
- individual work on IEP targets
- Wave 3 interventions (e.g. Direct Phonics, Physical Programme)
- Specific interventions to address identified needs (e.g., physical skills programmes, Language for Thinking)

SEND record

A register of children in school with SEND is kept by the Head teacher and the SENDCo.

A record folder for each child on the SEND register is kept by the SENCo and updated regularly. Class teachers have their own class SEND folder in which they keep current IEPs/ Targeted Plans and relevant information in order to avoid too much duplication. This information is always available and is passed on to the next teacher when the children move up to the next year group.

Pupil involvement

All children should be involved in making decisions, where possible, right from the start of their education. The ways in which the children are encouraged to participate should reflect the child's evolving maturity. Participation in education is a process that will necessitate all children being given the opportunity to make

choices and understand their views matter. Confident young children, who know that their opinions will be valued and who can practise making choices, will be more secure and effective pupils.

At Woodland Grange we encourage pupils to contribute to their learning and personal development by involving them in target setting and by regularly completing questionnaires about their learning and support. They also play an active role in creating any One Page Profiles that reflect their needs.

10. Children with Behaviour Problems.

The school has a policy on behaviour and discipline. Those children who do not conform to the school policy will be helped by means of a behaviour monitoring programme.

The school will also always liaise and work in partnership with parents to help these children. The school will liaise with the appropriate support agencies to seek additional input and strategies where needed.

11. School and Classroom Organisation

Strategies for classroom management need to be considered in order to make the curriculum and the resources accessible to all children. Steps may need to be taken to help children with SEND to organise themselves, for example use of a visual timetable.

The teacher also needs to consider any difficulties which might affect the position of the teacher or the child in the class, for example: a visually impaired child may not be able to see an object well with the light behind it or a hearing-impaired child may need to sit to one side of the teacher. Close liaison with external agencies supporting these children help us to make informed decisions that best support the children.

The school fully understands the need to make reasonable adjustment to the environment to make learning accessible to all the children who attend.

12. Roles and Responsibilities

The class teacher is supported by various colleagues within school, including the SENDCo.

SEN Co-ordinator

- a)** The SENDCo is responsible to the Head teacher and the Governing Body for the overseeing and the day to day operation of the school's SEND policy and for ensuring that the policy continues to respond to the needs of the school and its pupils.
- b)** She advises and supports class teachers.
- c)** She takes a leading role in managing provision of pupils at SEND support, SEND support plan and EHCP level and in assessing and monitoring their progress.
- d)** She updates and oversees the records of all pupils with SEND.
- e)** She works with the teachers and parents of children with SEND ensuring they remain informed and involved at each stage of the assessment process and secures permission for the involvement of external support agencies.
- f)** She liaises with external agencies including the Educational Psychology Service; other support agencies; medical and social services; and voluntary bodies.

- g) She disseminates information relating to current thinking and provision in SEND and leads school-based INSET.
- h) She supports special needs teaching (Learning Support Assistants – L.S.As) and teaching support staff who work with children with SEND.
- i) She liaises with the Governing Body, in order to support it in performing its statutory role in SEND.

SEND Teaching and support staff

Additional hours teaching or support staff may be allocated to the school when a child is in receipt of an EHCP. Teaching Assistant support is sometimes provided during the period of formal assessment. The school may provide extra support in class if the budget allows.

SEND Learning Support Assistants also work within the classroom to support children who have SEND. They work under the direction of the class teacher and the SENDCo, providing individual and small group support.

The Governing Body has specific statutory responsibility for SEND. It is responsible for developing the school's policy on SEND and for reporting annually to parents on the effectiveness of this policy.

The Governing Body's Policy for SEND In Service training

The governors of Woodland Grange Primary School support and invest in the professional development of all the staff. Funding is allocated to training every year according to the needs of individuals and the school.

13. Governors criteria for evaluating the success of education provided for pupils with SEND

1. The maintenance of accurate, up to date records by the SENDCo and other staff.
2. Evidence from monitoring classroom practice by senior management/ SENDCo.
3. Analysis of pupil tracking data and test results, which show value added for individual children.
4. Value added data for pupils on the school's SEND Record.
5. Monitoring of procedures and practice by designated SEND Governor.
6. Governors annual report to parents
7. School's Improvement Plan.

14. Working with Parents

We are committed to close and open liaisons with parents and to developing home/ school partnerships to support all children but especially those who have SEND issues.

Parental involvement and support is sought at the earliest opportunity when concerns are first identified. In general, concerns regarding a child's progress will initially be expressed to parents by the child's class teacher through parent's evenings or informal discussion. Parents are encouraged to provide pertinent information to build a comprehensive picture of the whole child.

When it is felt that a child should be placed on the SEND record, the SENDCo communicates to parents the nature of their child's difficulties and ensures they remain informed of: their child's progress; any provision made within school; and of each stage of the assessment process. They are invited to regular meetings to set up the child's I.E.P/ Targeted Plan and subsequent review meetings. Parental permission is required prior

to referring children to any external support agencies and intervention from such services is communicated to parents promptly.

Parents have access to records detailing their child's SEND, held by the SENDCo, and are reassured that all information is confidential and available only to those who have direct, regular contact with the child or who the parents give us permission to involve.

15. Links and Liaison with Other Schools

Woodland Grange is linked with local schools in the Oadby area through being part of the OAK academy trust.

Policy for changing Schools

Contact is made with schools, to which children may transfer, once a place at the school is confirmed. Communication with the appropriate staff enables planning for effective transition. All relevant records will be passed promptly to the receiving school. Before transferring to the local secondary schools, the children are invited to visit the school with other SEND children (prior to visiting with their peer group).

The SENDCo from the secondary school will try to visit the children at Woodland Grange as well as making themselves available to meet with parents should they need to.

16. Arrangements for Considering Complaints

Complaints relating to provision will follow the school's normal complaints procedure (a copy of which can be requested and is also available on the school's website).

Reference should be made to the Governor's Complaints Procedure.

Parents may find it helpful to seek advice first from the L.A's SENDIASS (Special Educational Needs Disability Independent Advice and Support Service).

17. External Support (working with)

The school has access to the school nurse service within the Area Health Authority. Similarly, contact is made with Social Services as appropriate. We also work with the following services provided centrally by the Local Authority and the Health Authority;

(i) Educational Psychology Service -

- a)** They contribute to the assessment of a child and support the work done identifying areas of need.
- b)** Can be involved in writing the provision of the Education Psychology Advice within an ECHP.
- c)** Can be involved in contributing to diagnosis meetings.
- d)** Liaises with parents.
- e)** Attends annual reviews if available or appropriate.
- f)** Has access to specialist support and advice (e.g. advice for children with severe emotional and behavioural difficulties)

(ii) CAMHS - at Westcotes House

Staff specialising in assessing, supporting and treating children with mental health differences and challenges.

(iii) Special Needs Teaching Service

Staff specialising in supporting pupils with :

Hearing impairment, learning difficulties, vision impairment and specific learning difficulties e.g. Dyslexia and Autism.

(iv) Others

Early Years Team

SEND Assessment Service

Speech and Language Therapy

Department of Occupational Therapy

Department of Physiotherapy Services.

Autism Outreach

Special School Outreach

ADHD Solutions closed in 2024 (a support service for children who have ADHD and their families), so we are currently signposting parents to The Relationships Centre who have can provide support for those who suspect their child might have ADHD or already have an ADHD diagnosis. ADHD UK is also a useful website to gain information from.

NHS Healthy Together – mental health support for children and their families.

18. Criteria for Evaluating the Success of the Policy

It will be seen to be successful if the policy leads to effective provision for pupils.

Data will always be processed to be in line with the requirements and protections set out in the UK General Data Protection Regulation.