



# SEND Policy

Adopted Date: **30/03/2026**

Review Date: **30/03/2027**

*This policy needs to be read in conjunction with the Safeguarding Policy.  
The terms of the Safeguarding Policy are to take precedence over the  
guidelines set down in any other policy.*



## Contents

1. Aims and objectives	3
2. Vision and values	4
3. Legislation and guidance	5
4. Inclusion and equal opportunities	5
5. Definitions	5
6. Roles and responsibilities	7
7. SEN information report	11
8. Our approach to SEND support	11
9. Attendance	14
10. Safeguarding	14
11. Expertise and training of staff	14
12. Links with external professional agencies	14
13. Admission and accessibility arrangements	15
14. Complaints about SEND provision	15
15. Monitoring and evaluation arrangements	16
16. Links with other policies and documents	16

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## 1. Aims and objectives

Our special educational needs and disabilities (SEND) policy aims to:

Make sure our school fully implements national legislation and guidance regarding pupils with SEND

It sets out how our school will:

- Support and make provision for pupils with special educational needs and disabilities
- Provide pupils with SEND access to all aspects of school life so they can engage in the activities of the school alongside pupils who do not have SEND
- Help pupils with SEND fulfil their aspirations and achieve their best
- Help pupils with SEND become confident individuals living fulfilling lives
- Communicate with pupils with SEND and their parents or carers and involve them in discussions and decisions about support and provision for the pupil

Our SENCO is Mrs Lynette Cherrington.

I have 6 years' experience in this role and have worked as a class teacher prior to this for 24 years. I am a qualified teacher.

I achieved the National Award in Special Educational Needs Co-ordination in November 2019.

I am a qualified Irlens screener and have completed Mental health first aid course. I constantly update myself with new training around many different subjects.

I work four days a week to manage SEN provision.

Assistant SENCO

Our assistant SENCO is Miss Shelley Horwood.

I have been in this role for two years and also work as a class teacher in the Nursery four days a week.

I have undergone The Suffolk Special Educational Needs Coordinator (Safer Early Year) training. I am due to complete my NPQ for SENCOs in October 2026.

### **Pastoral Lead and SEN Support**

Our pastoral lead and SEN support is Mrs Shelley Kinnaird.

I have worked in this role for eight years.

I am the lead Emotional Literacy Support Assistant for the school. I am Trauma informed in ELSA, I am mental health champion, drawing and talking practitioner and Irlens Screener.



## Specialist Speech and Language Learning Support Assistant

Our specialist speech and language learning support assistant is Miss Kerry Collins.

I have worked within the school for one year and within this role I have 11 years experience.

I am Elklan Trained at both a level 1 and level 2. I am also Speech and Language link trained. I work closely with our school speech and language therapists, meeting with them fortnightly.

## Emotional Literacy Support Assistance

Our Emotional Literacy Support Assistant in Early Years and Key Stage One is Mrs Sharon Weaving.

Our Emotional Literacy Support Assistant in Key Stage One and Two is Mrs Karen Austin.

## High Needs Funding Learning Support Assistants

We have a team of learning support assistants who may be directed to work with individual pupils who have complex needs. You will be informed by the SENCO if your child meets these criteria. All staff undergo specific training that is relevant for the child they work with.

## Class teachers

All of our teachers receive in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN.

## Learning Support Assistants

We have a team of Learning Support Assistants which work within each phase of the school. They are trained to deliver interventions to support children to close the gap between their learning and their peers.

## **2. Vision and value**

*Hadleigh Community Primary School is a caring, welcoming and inclusive school, in which we ensure that all children have an equal opportunity to participate and succeed.*

At our school we will provide all pupils with access to a broad and balanced curriculum.

We are committed to making sure all our pupils have the chance to thrive and support them to meet their full potential.

We are focused on creating an inclusive environment, where provision is tailored to the needs and abilities of pupils, no matter how varied.



### 3. Legislation and guidance

We follow the legislation and guidance below:

This is based on the statutory guidance [Special Educational Needs and Disability \(SEND\) Code of Practice, Keeping Children Safe in Education](#) and [working together to improve school attendance](#).

This policy is also based on the following legislation:

[Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND

[The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN coordinators (SENCOs) and the special educational needs (SEN) information report.

The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities

The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it

The governance guide for [maintained schools](#) which sets out governors'/trustees' responsibilities for pupils with SEND

The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school, and its duty not to disadvantage unfairly children with a disability or with special educational needs

### 4. Inclusion and equal opportunities

At our school we strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND are included in all aspects of school life.

### 5. Definitions

#### 5.1 Special educational needs

A pupil has SEN if they have a learning difficulty or disability that requires 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 most 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.



## 5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

The school will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

## 5.3 The 4 areas of need

The needs of pupils with SEND are grouped into 4 broad areas. Pupils can have needs that cut across more than 1 area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil’s particular area(s) of need, at the relevant time.

Communication and interaction	<p>Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or not understand or use the social rules of communication.</p> <p>Pupils who are on the autism spectrum often have needs that fall in this category.</p>
Cognition and learning	<p>Pupils with learning difficulties usually learn at a slower pace than their peers. A wide range of needs are grouped in this area, including:</p> <ul style="list-style-type: none"><li>• Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia</li><li>• Moderate learning difficulties</li><li>• Severe learning difficulties</li><li>• Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment</li></ul>



Social, emotional and mental health	<p>These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have:</p> <ul style="list-style-type: none"> <li>• Mental health difficulties such as anxiety, depression or an eating disorder</li> <li>• Attention deficit disorder, attention deficit hyperactive disorder or attachment disorder</li> <li>• Suffered adverse childhood experiences</li> </ul> <p>These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the pupil becoming withdrawn or isolated.</p>
Sensory and/or physical	<p>Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided.</p> <p>Pupils may have:</p> <ul style="list-style-type: none"> <li>• A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment</li> <li>• A physical impairment</li> </ul> <p>These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

## 6. Roles and responsibilities

### 6.1 The SENCO

The SENCOs at our school are Lynette Cherrington and Shelley Horwood (Assistant SENCO)

They will:

Inform any parents that their child may have SEN and then liaise with them about the pupil’s needs and any provision made

Work with the headteacher and SEN governor to determine the strategic development of the SEND policy and provision in the school

Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans

Provide professional guidance to colleagues and liaise and work with staff, parents, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching



Advise on the graduated approach to providing SEN support and differentiated teaching methods appropriate for individual pupils

Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively

Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to make sure that appropriate provision is provided

Liaise with potential next providers of education to make sure that the pupil and their parents/carers are informed about options and that a smooth transition is planned

When a pupil moves to a different school or institution: Make sure that all relevant information about a pupil's SEN and the provision for them are sent to the appropriate authority, school or institution in a timely manner

Work with the headteacher and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

Make sure the school keeps its records of all pupils with SEND up to date and accurate

With the headteacher, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development

With the headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer

Prepare and review information for inclusion in the school's SEN information report and any updates to this policy

With the headteacher and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching

## **6.2 The governing board/board of trustees**

The governing board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

Co-operate with the LA in reviewing the provision that is available locally and developing the local offer

Do all it can to make sure that every pupil with SEND gets the support they need to the best of our abilities

Make sure that pupils with SEND engage in the activities of the school alongside pupils who don't have SEND

Inform parents/carers when the school is making special educational provision for their child

Make sure that the school has arrangements in place to support any pupils with medical conditions

Provide access to a broad and balanced curriculum

Have a clear approach to identifying and responding to SEND

Provide an annual report for parents/carers on their child's progress

Record accurately and keep up to date the provision made for pupils with SEND



Publish information on the school website about how the school is implementing its SEND policy, in an SEN information report

Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plans

Make sure that there is a qualified teacher designated as SENCO for the school and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out

Determine their approach to using their resources to support the progress of pupils with SEND

## 6.3 The SEND link governor

The SEND link governor is Nikki Collier

The SEND governor will:

Help to raise awareness of SEND issues at governing board meetings

Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this

Work with the headteacher and SENCO to determine the strategic development of the SEND policy and provision in the school

## 6.4 The headteacher

The headteacher will:

Work with the SENCO and SEND link governor to determine the strategic development of the SEND policy and provision within the school

Work with the SENCO and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements

Have overall responsibility for, and awareness of, the provision for pupils with SEND, and their progress

Have responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the LA to support individual pupils

Make sure that the SENCO has enough time to carry out their duties

Have an overview of the needs of the current cohort of pupils on the SEND register

Advise the LA when a pupil needs an EHC needs assessment, or when an EHC plan needs an early review

With the SENCO, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development

With the SENCO, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer



With the SENCO and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching

## 6.5 Class teachers

Each class teacher is responsible for:

Planning and providing high-quality teaching that is differentiated to meet pupil needs through a graduated approach

The progress and development of every pupil in their class

Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching

Working with the SENCO to review each pupil's progress and development, and decide on any changes to provision

Ensuring they follow this SEND policy and the SEN information report

Communicating with parents/carers regularly to:

- Set clear outcomes and review progress towards them
- Discuss the activities and support that will help achieve the set outcomes
- Identify the responsibilities of the parent, the pupil and the school
- Listen to the parents'/carers' concerns and agree their aspirations for the pupil

## 6.6 Parents or carers

Parents or carers should inform the school if they have any concerns about their child's progress or development.

Parents or carers of a pupil on the SEND register will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support. They will be:

Invited to termly meetings to review the provision that is in place for their child

Asked to provide information about the impact of SEN support outside school and any changes in the pupil's needs

Given the opportunity to share their concerns and, with school staff, agree their aspirations for the pupil

Given an annual report on the pupil's progress

The school will take into account the views of the parents or carers in any decisions made about the pupil.

## 6.7 The pupil

Pupils will always be given the opportunity to provide information and express their views about their SEND needs and the support provided. They will be invited to participate in discussions and decisions about this support. This might involve the pupil:

Explaining what their strengths and difficulties are



Contributing to setting targets or outcomes

Attending review meetings where appropriate

Giving feedback on the effectiveness of interventions

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

## 7. SEN information report

The school publishes a SEN information report on its website, which sets out how this policy is implemented in the school.

The information report will be updated annually and as soon as possible after any changes to the information it contains.

## 8. Our approach to SEND support

### 8.1 Identifying pupils with SEND and assessing their needs

#### Identification and Assessment of special educational needs

The school is committed to early identification of special educational need and adopts a graduated response to meeting special educational need in line with the Code of Practice.

A range of evidence is collected through the school's assessment and monitoring arrangements: if this suggests that the learner is not making the expected progress, the class teacher is responsible for taking the appropriate actions in the first instance.

Should these actions not show sufficient progress, the class teacher will consult with the SENCO to decide whether additional and/ or different provision is necessary.

Parents will be involved in this process.

The purpose of identification of need is to work out what action the school needs to take, not to fit a pupil into a category.

#### How does the school identify and manage the needs of our pupils?

The Code of Practice clearly states that teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from LSA's or specialist staff.

Before deciding to enter a pupil on the SEND register the school expects the pupil to be receiving 'quality first teaching', this is expected for ALL pupils including: -

- The effective inclusion of all pupils in high-quality everyday personalised teaching.
- Lessons based on clear objectives that are shared with the children and returned to at the end of the lesson
- Use lively, interactive teaching styles and make maximum use of visual and kinesthetic as well as auditory/verbal learning.

The Code of Practice states that pupils are only identified as SEND if they do not make adequate progress once they have had all the intervention/adjustments and good quality personalised teaching available.



The school management team regularly reviews the quality of teaching in the school for all pupils, including those at risk of underachievement.

## 8.2 Consulting and involving pupils and parents/carers

The school will put the pupil and their parents/carers at the heart of all decisions made about special educational provision.

When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with their parents/carers. These conversations will make sure that:

Everyone develops a good understanding of the pupil's areas of strength and difficulty

We take into account any concerns the parents/carers have

Everyone understands the agreed outcomes sought for the child

Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record.

We will formally notify parents/carers if it is decided that a pupil will receive special educational provision.

## 8.3 The graduated approach to SEN support

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle known as the graduated approach.

### 1. Assess

The pupil's class teacher and the SENCO will carry out a clear analysis of the pupil's needs. The views of the pupil and their parents/carers will be taken into account. The school may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

### 2. Plan

In consultation with the parents/carers and the pupil, the teacher and the SENCO will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed. This information will be recorded on our school information system, and will be made accessible to staff in a pupil profile, one page profile or EHCP tracker.

Parents/carers will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.



### 3. Do

The pupil's class teacher retains overall responsibility for their progress.

Where the plan involves group or 1-to-1 teaching away from the main class, the class teacher still retains responsibility for the pupil. They will work closely with any LSAs or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENCO will support the teacher in further assessing the pupil's particular strengths and weaknesses, problem solving and advising on how to implement support effectively.

### 4. Review

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents/carers and pupils
- The level of progress the pupil has made towards their outcomes
- The views of teaching staff who work with the pupil

The teacher will revise the outcomes and support in light of the pupil's progress and development, in consultation with the pupil and their parents/carers. Where needed the SENCO will support with this.

## 8.4 Levels of support

### School-based SEN provision

Pupils receiving additional provision or have a diagnosis of need will be placed on the school's SEND register. These pupils have needs that can be met by the school through the graduated approach or a one page profile. Where the pupil's needs cannot be adequately met with in-house expertise, staff will consider involving external specialists as soon as possible.

### Education, health and care (EHC) plan

Pupils who need more support than is available through the school's school-based SEN provision may be entitled to an EHC plan. The plan is a legal document that describes the needs of the pupil, the provision that will be put in place, and the outcomes sought.

The provision for these pupils will be funded from the school's notional SEND budget, and potentially from the LA through High Needs Funding. In Suffolk a child does not need an EHCP to get High Needs Funding.

## 8.5 Evaluating the effectiveness of SEN provision

Explain your school's approach here. Describe how your school evaluates the effectiveness of your provision for pupils with SEN, equipment and facilities to support pupils. Please note, the below are suggestions only.

We evaluate the effectiveness of provision for pupils with SEN by:

Tracking pupils' progress.

Carrying out a review of our SEND provision map.

Carrying out the review stage of the graduated approach in every cycle of SEN support.



Using pupil perceptions and discussion around their targets.

Monitoring by the SENCO

Holding annual reviews for pupils with EHC plans

Getting feedback from the pupil and their parents/carers

## 9. Attendance

Many pupils with SEND face complex barriers to attendance. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as it is for any other pupil. However, they may need additional support.

Our approach to supporting pupils who are absent from school due to their SEND is set out in our attendance policy.

## 10. Safeguarding

We recognise that pupils with SEND can face additional safeguarding challenges. Children with disabilities are more likely to be abused than their peers, and additional barriers can exist when recognising abuse, exploitation and neglect in this group.

For more details of the pastoral support we offer pupils with SEND, and the support we provide to help pupils overcome any communication barriers they face, see our safeguarding/child protection policy.

## 11. Expertise and training of staff

We have a small team of specialist LSA's who are trained in ELSA and an LSA who specialises in Speech and language

All of our teachers receive in-house SEN training, and are supported by the SENCO to meet the needs of pupils who have SEN. We have a team of Learning Support Assistants which work within each phase of the school. They are trained to deliver interventions to support children to close the gap between their learning and their peers.

Where a child has specific needs we will endeavour to provide specialist training and support for staff working with the child.

The headteacher and the SENCO will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development.

## 12. Links with external professional agencies

The school recognises that it won't be able to meet all the needs of every pupil. Whenever necessary, the school will work with external support services such as:

- Speech and language therapists
- Educational psychologists
- Occupational therapists
- Physiotherapist
- GPs or paediatricians
- School nurses



- Community Nursing Team
- Specialist / Heath Visitors
- Child and adolescent mental health services (CAMHS)
- Mental Health Support Team (MHST)
- Specialist Education Services (SES)
- Education welfare officers
- Social services and other local authority (LA)-provided support services
- Voluntary sector organisations

## 13. Admission and accessibility arrangements

### 13.1 Admission arrangements

When parents inquire about a child starting HCPS the office staff ask whether the child has any special Educational Needs. If this is the case a meeting is arranged between the SENCO / assistant SENCO and parent/carers to ensure we are able to meet the child's needs and the child will be able to thrive within our school. This allows us to ensure we have everything in place before they start and tailor the transition into our school to the child's needs.

When we receive a consult we carefully analyse the needs of the pupil and all provision in Section F of the EHCP to ensure we can meet the child's needs. We will discuss the needs of the child with the parents where possible before submitting the consult response.

### 13.2 Accessibility arrangements

Please see accessibility plan which can be found [Here](#)

## 14. Complaints about SEND provision

We hope that school and parents work together for successful outcomes for pupils on the SEND register and that any complaints about SEND provision will be rare.

Complaints about SEN provision in our school should be made to the Headteacher in the first instance. They will then be referred to the school's complaints policy.

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

If there should be a concern, the process outlined in the school's complaints procedure should be followed. This procedure can be found on the school's website: - <https://hadleighcp.school/our-school/policies/> under the section Virtual Office then Parent Information then Policies. Alternatively, the school office will provide you with a paper copy of the procedures.



If you feel that our school has discriminated against your child because of their SEN, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

## 15. Monitoring and evaluation arrangements

### 15.1 Evaluating the effectiveness of the policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

All staff's awareness of pupils with SEND at the start of the autumn term

How early pupils are identified as having SEND

Pupils' progress and attainment once they have been identified as having SEND

Whether pupils with SEND feel safe, valued and included in the school community

Comments and feedback from pupils and their parents/carers

### 15.2 Monitoring the policy

This policy will be reviewed by SENCO and governors **every year**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year.

It will be approved by the full governing board.

## 16. Links with other policies and documents

This policy links to the following documents

- [SEN information report](#)
- The local offer
- [Accessibility plan](#)
- [Behaviour policy](#)
- [Equality information and objectives](#)
- Supporting pupils with medical conditions policy
- [Attendance policy](#)
- [Safeguarding / child protection policy](#)
- [Complaints policy](#)