



## SEND Information Report

2023-24 - Spring

**Inclusion Leader:** Miss Elizabeth Calverley

**SEND Governor:** Mr Keith Parsons

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**Working days:** Monday, Thursday and Friday am

**Local Offer Contribution (Provision Map):** Available on our academy's website or via our office.  
<https://www.sandringham.kite.academy/about-us/sen/>

**SEND Policy:** Available on our academy's website or via our office.  
<https://www.sandringham.kite.academy/about-us/sen/>

**SEND website link:** <https://www.sandringham.kite.academy/about-us/sen/>

**Surrey Local Offer:** <https://www.surreylocaloffer.org.uk/>

## The kinds of special educational needs for which provision is made at the school

We are a mainstream, inclusive infant and nursery academy that fully complies with the requirements outlined in the Special Educational Needs Code of Practice (2014). Staff receive training in order to cater for learners who may have difficulties with:

- Cognition and learning
- Communication and Interaction
- Social, Emotional and Mental Health
- Sensory and/or Physical needs

We continuously ensure that we make reasonable adjustments where necessary to our practices to best meet the needs of our children and comply with the Equality Act (2010).

Once a need has been identified, we seek to identify the most appropriate support to enable that child to make or exceed expected progress as quickly as possible. Information about concerns and the need for support are shared with parents/carers via the class teacher and/or Inclusion Leader and a plan is agreed. This individual Send Support Arrangements Plan will detail what support is being provided, what outcomes are expected, who will provide it and for how long.

Our whole academy provision map (available on our website) shows examples of the range of provisions and interventions that are available in our school. This is used to help us identify which provisions are most beneficial for which children. Provisions may include individual timetables, task boards, specific writing tools, additional time to complete tasks etc. All of the intervention programmes that we use are tried and tested and are known to support children to make increased progress.

We carefully monitor the progress of all children in the school receiving additional support to ensure that interventions are having the expected impact. If this is not the case, alternative support is established. Regular reports about the progress and attainment of children on the academy SEND register are provided by the Inclusion Leader to the Senior Leadership Team and Governing Body.

Further information regarding any aspect of this report can be found on the school website under SEND or by contacting the Inclusion Leader.

<https://www.sandringham.kite.academy/about-us/sen/>

## Policies for identifying children with SEND and assessing their needs

All teachers are teachers of special educational needs and quality first teaching is key. The progress of all children, including those with special educational needs and disabilities, is continuously monitored by class teachers. As part of our assessment cycle, regular pupil progress meetings are held throughout the year between school leaders and class teachers. During these meetings the progress of individual children is discussed and any concerns we have about individual children are quickly identified and appropriate additional support is planned and agreed.

Progress is also carefully and regularly monitored by the Inclusion Leader, Achievement Leader and Senior Leadership Team.

When a concern is raised, we follow the cycle of:

- **Assess** the difficulties/barriers to learning
- **Plan** how to support
- **Implement** the programme of agreed support
- **Review** the effectiveness of the support

Clear systems are in place throughout the academy to enable us to use data to track the progress of children. We also ensure that we celebrate individual and group achievements. Weekly events such as our Celebration Assembly are used to support this and help raise self-esteem.

Staff attend regular internal and external training to ensure they are best equipped to meet the needs of our children.

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

At Sandringham Infant and Nursery Academy, we have an open-door policy where parents/carers are welcome to come in and speak to the class teacher or Inclusion Leader should they have any concerns regarding the overall progress of their child. Staff are very keen to work alongside parents/carers to maximise each individual child's potential across the whole curriculum. If parents/carers have concerns about the progress or attainment of their child they should, in the first instance, speak to the class teacher to discuss their concerns. In addition to this, parents/carers are also able to speak to the Inclusion Leader. There are good communication systems within the academy to ensure that information is shared with appropriate staff swiftly.

Where appropriate, parents/carers are encouraged to make an appointment to speak to the class teacher so that adequate time and/or privacy can be given to discuss a concern. These appointments can be made via the office.

We also encourage parents/carers to alert the class teacher about any events, concerns or needs outside of school which may impact on their child's wellbeing and focus at school.

We regularly share feedback about progress with our children and their parents/carers. Teachers meet with parents/carers at least termly through parent/teacher consultations and more frequently when there is a cause for concern or closer monitoring is taking place. At these meetings we discuss the progress their child is making, next steps/targets and how they can support their child at home (including termly reports). If appropriate, this will also include a discussion about additional support being provided to enable their child to make progress and we clearly share what can be done by families to support their children with their learning. We welcome input from parents/carers about difficulties they may be experiencing at home too.

If a teacher becomes concerned about a child part way through the term, they will contact parents/carers to discuss this. Careful records of progress are kept for all children. For those accessing interventions additional records are also kept. These are monitored by the Inclusion Leader as well as the class teacher. To support with learning at home each class teacher sends home a class newsletter at the start of each term outlining what the focus of the learning will be (details are also published on the class pages of the academy website). Regular updates are made to the curriculum and these are shared via our school website.

Some children may have a home-school link book to support with communication between home and school.

We believe in supporting the development of everyone's understanding of child development and as such, we work in collaboration with our Kite Family Support Worker and other agencies and signpost parents/carers through parentmail, newsletters and the website to relevant training opportunities. We also have an active PTA (Friends of Sandringham) and our governing body includes parent governors. Parents are encouraged to become involved in the school by hearing children read, supporting on educational visits and sharing time in other ways appropriate to the year group. Regular invitations are sent to parents/carers to support at specific school events and they are invited to watch class assemblies. Communication about ways to be involved in academy life is made through the academy newsletter and is published on the academy website. Further information about how to become involved can be found on the school website under PTA - <https://www.sandringham.kite.academy/friends/friends-2/>

## **Arrangements for consulting children with SEND and involving them in their education**

The Inclusion Leader liaises with key staff in the academy where there are concerns about progress or engagement. Following the sharing of information, decisions are made as to the most appropriate type of support to be put in place for the child. Children's views about their difficulties and what they would find helpful in order to overcome these difficulties, are sought. It is often through conversation with a child that specific interventions are found to be beneficial.

### **Arrangements for assessing and reviewing children and young people's progress towards outcomes**

During our 'assess, plan, do and review' cycle we will look at the actions needed to support a child towards their outcomes and highlight what each person involved can do in order to make a positive contribution.

We adopt a graduated response to our 'assess, plan, do and review' cycle. This is in line with Surrey's graduated response. Initially this will primarily be led by the class teacher and parents/carers. If at any point during the cycle it is felt the needs of the child are not able to be met with the current level of support the Inclusion Leader becomes involved. The needs of the child are reassessed and new cycle is started. If during this cycle it is felt the needs of the child are still not able to be met a decision may be made to seek support from outside agencies - which include Kite Inclusion Team, Specialist Teachers for Inclusive Practice (STIPS), Educational Psychologists (EP), Speech and Language Therapists (SALT), Occupational Therapists (OT) etc.

This information is recorded on the child's individual SEND Support Arrangements plan. Whilst they are reviewed on an ongoing basis in school, they are formally reviewed every term (usually around the half term break) and shared with parents/carers.

### **Arrangements for supporting children in moving between phases of education**

Induction of new children into our academy is very important to us. As a result, we invest a significant amount of time in welcoming our learners in a way that makes them feel a part of our setting. All children entering or leaving our academy are discussed in a transition meeting. We have established clear information sharing systems with partner schools with an aim to create as smooth a transition as possible.

The Early Years Leader/Reception class teacher, alongside the Inclusion Leader where appropriate, will contact and visit nurseries to liaise with staff there about any needs a new pupil may have. Children may also attend additional visits to our academy prior to starting in our Reception class. We also offer transition booklets for children who may require additional support at this time so that children can share these during the summer holidays with their parents/carers.

The Inclusion Leader works closely with local Junior schools to keep staff informed of any vulnerable children and in some cases staff from the Junior schools come to meet children. Good practice is shared so that transition to the next phase is made easier. Visits to the local Junior schools are also organised and we fully encourage our children to attend the induction days. Where we know there is likely to be a high level of anxiety we may arrange additional visits with staff from our Academy. Parents/carers are invited to discuss the next stage of their child's education with their child's class teacher or the Inclusion Leader, particularly if there are concerns about the transition.

Where appropriate individualised transition programmes are planned (this may include attending additional transition sessions as a group or 1:1, social stories, visits to the child's current setting).

To support parents/carers with transition, they are invited to induction meetings where key members of staff are present.

Children within our setting are also supported as they transition between year groups. For some children this may involve spending additional time getting to know the new adults they will be working with and/or the new classroom their learning will be based in. Opportunities to enable this are planned well in advance. We also create social story booklets for some children which are shared with parents/carers prior to the summer holidays.

### **Our school approach to teaching children with SEND**

We adopt a graduated approach to meeting needs through quality first teaching which is available to all children, regardless of need. Our graduated response is in line with that of Surrey's. Our teaching

staff make reasonable adjustments to help to include all children. We are concerned with the whole child, we see that achievement and mental health and wellbeing go hand in hand. We are conscious that support for emotional health is equally important when enabling children to achieve well and become confident learners.

Quality first inclusive teaching (Universal or Wave 1) is clearly demonstrated in our academy and there are high expectations that all staff will deliver this. All teachers have a clear understanding about what they are expected to provide for all children. Each class teacher has responsibility for the wellbeing and progress of all children within their class. Regular assessments form the backbone of decisions made.

Our graduated response to SEND comprises of three categories as identified by Surrey.

Universal  
*Support for all children*

SEND Support  
*Targeted support*

Statutory Assessment  
*Personalised support*

### **Adaptations made to the curriculum and the learning environment of children with SEND**

All staff have a clear understanding of the needs of the individual children within their class and around the academy. They make a conscious decision to make reasonable adjustments to include and support all learners. Adaptations are embedded in our curriculum and daily teaching practice. This may take the form of scaffolding, adapted learning/tasks being set, additional resources being provided or specific training being given to staff. Where appropriate, we tailor learning to topics of specific interest to children. For example, a child with a particular interest in animals may be encouraged to use this knowledge in a piece of non-fiction writing.

Regular pupil progress meetings are held between teachers and members of the leadership team. During these meetings the progress and needs of both individuals and groups of children are discussed, including how to ensure that our curriculum is meeting their needs. The curriculum is designed to ensure that it is accessible to all children.

Our Accessibility Policy is robust and we continually ensure staff and children know about the Equality Act 2010, as appropriate and we are fully aware of our obligations to support adults and children with disabilities. We are committed to making reasonable adjustments where possible. Our main building is wheelchair accessible and there is a disabled access toilet. Carefully evaluated equipment is purchased with additional funding to support the specific needs of all children. Where parents/carers do not speak English as a first language or have their own learning needs, advice and support/expertise is sought.

We value and respect diversity in our setting and do our very best to meet the needs of all involved in our school.

### **Expertise and training of staff to support children and young people with SEND**

All of our teaching staff hold qualified teacher status and we have staff within the school who have been trained in a number of different strategies and interventions to support children's needs. These include have included ELKLAN (speech and language support), Positive Behaviour Management (Team Teach), Precision Teaching, Makaton and ASC support strategies. We have a comprehensive staff development plan that ensures all of our staff receive regular and appropriate training in line with the current and projected needs of the children in our academy. Staff are also encouraged to undertake their own learning and training.

We aim to ensure that all staff working with learners who have SEND possess a working knowledge of the need to help them in supporting access to the curriculum. Where it is deemed that external support is necessary we discuss any referrals with parents/carers in the first instance and gain full consent before proceeding with a referral. Over the last academic year we have worked closely with



Specialist Teachers for Inclusive Practice (STIPS), the Educational Psychology Service (EP), Speech and Language Therapists (SALT), Occupational Therapists (OT), and outreach support (through local specialist provisions such as Freemantles).

### **Evaluating the effectiveness of the provision made for children and young people with SEND**

We regularly review the needs of the children within our academy and endeavour to put provisions in place to cater for these needs. The Inclusion Leader regularly carries out monitoring which includes reviewing how provision is delivered and ensuring that high standards of support are maintained.

Our provision management tool also looks at the impact each intervention has had on the progress of each learner. Decisions are made as to whether specific interventions are proving to be effective both in terms of the time spent on them and the finance used in providing the intervention. Each year we review the needs of the whole cohort to see if there is a change in the overall make-up of the academy. Decisions are then made as to whether any additional interventions or support needs to be put in place.

### **How children and young people with SEND are enabled to engage in activities available with children in the school who do not have SEND**

We have a whole academy approach to inclusion which supports all learners engaging in activities together, including all aspects of the curriculum both inside and outside of the classroom. Any barriers to learning or engagement (including concerns of safety and access) are regularly reviewed and strategies put in place to overcome these. We make reasonable adjustments so that learners can join in with activities regardless of their needs. This is supported by full risk assessments which are carefully planned and then implemented. During the last academic year additional staff accompanied school trips so that learners with SEND could attend. Registers are taken for all academy activities and we actively monitor the engagement of learners across the academy.

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

Every child is well supported both in the classroom and on the playground to ensure that their social and emotional development needs are being met. All children have members of staff they can talk to in a secure and non-judgemental environment (these include class teachers, support staff, members of the leadership team). In some circumstances, where a child or family requires regular social and/or emotional support, planned ELSA sessions may be arranged. Staff have accessed Attachment Training and Targeted Mental Health in Schools (TaMHS) training through CAMHS. The Inclusion Leader also meets at least termly with a Primary Mental Health Nurse from CAMHS to discuss possible support strategies to meet the needs of children in school.

We have a zero tolerance approach to bullying in the school which addresses the causes of bullying as well as dealing with negative behaviours. Our PSHE programme also looks to support emotional and social development.

We have nominated members of staff with paediatric first aid training. Where appropriate, specific training for staff is arranged to ensure we can meet individual children's medical needs through outside agencies.

Pupil voice is very important to our academy and feedback from the children is ascertained regularly. This includes our Child Governor meetings but is also gained through small group pupil discussions and questionnaires.

### **Involvement of other bodies (including health, social care, LA support services, voluntary organisations) in supporting children's SEND and their families**

We hold meetings where professionals from outside the academy are invited to attend. During these meetings we may discuss individual cases where it is felt support above and beyond what the academy is able to offer is necessary. Parents/carers will be consulted and consent sought so that agencies are able to work together in supporting the overall development of the child.

During the last academic year we worked with services including Social Services, and Surrey Family Support. As part of the Kite Academy Trust, we also have access to the trust's Inclusion Team which includes the Lead Inclusion Advisor, Inclusion Support, Family Support Works (FSW) and Inclusion Welfare Officer (IWO). Throughout the year FSWs run a variety of workshops and events to support our families, as well as working with some families on a one-to-one basis.

We have a particular duty in ensuring that Looked After Children are given the appropriate support and care to help support their progress and engagement within the learning environment. Our designated teacher, Miss Elizabeth Calverley meets with social services and the virtual school to ensure the child's wider needs are being met. A Personal Education Plan (PEP) is produced termly to help support the child develop holistically.

#### **Arrangements for handling complaints from parents of children with SEN about the provision made at the school**

The Inclusion Leader at the academy is Miss Elizabeth Calverley (please see contact details on page 1).

In the first instance if a parent/carer has a concern they are encouraged to speak to the class teacher. If the matter cannot be resolved at this stage then the Inclusion Leader may become involved and a meeting arranged to discuss the nature of the concern and look for a resolution. If the concern has not been resolved, a copy of the academy's complaints procedure can be found on the academy website. The complaints procedure will outline the formal steps the academy will take in handling each complaint. Where a resolution between the parent/carer and school cannot be reached then parents will be advised to seek external support through SEND Advice Surrey.

Name: Miss Elizabeth Calverley  
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