



Diocese of Salisbury
Academy Trust

'Beyond expectations for all of God's children'

Special Educational Needs and Disability Policy



St Bartholomew's
Primary Academy

Policy Date: September 2025

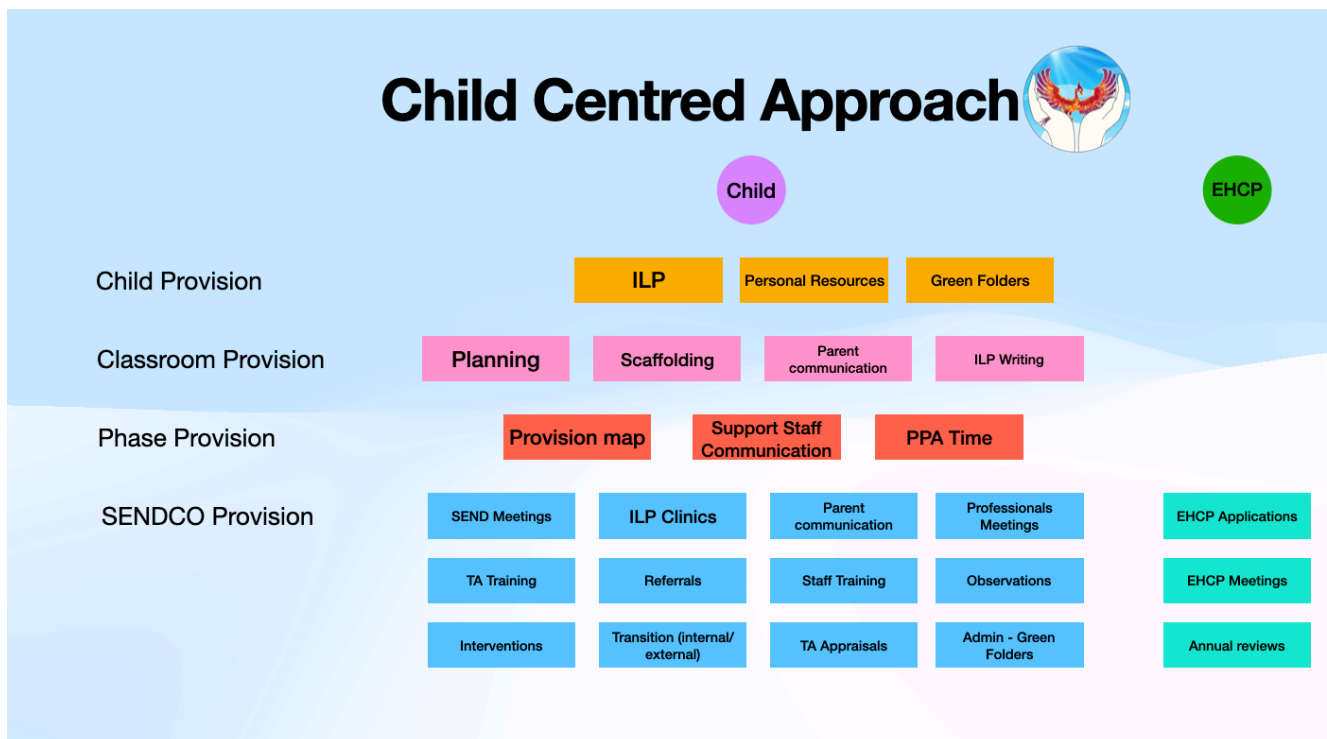
Review Date: September 2026

Special Educational Needs and Disability Policy

Rationale

All children have the right to a broad and balanced curriculum that is relevant and (where required) adapted, and which demonstrates progression and coherence. As such, the academy is committed to identify and support all pupils who experience difficulties and, subject to the overall constraints of the academy budget, provide such children with the levels of resources to meet their curricular needs.

St Bartholomew’s Primary Academy is fully committed to upholding the SEND Code of Practice (2015).



Definition of Special Educational Needs and Disability (SEND)

Children have special educational needs if they have a learning, communication, emotional, mental or social ‘difficulty’ which calls for special educational provision to be made for them. Children have a special need if they:

- Have a significantly greater difficulty in learning than the majority of children of the same age; or

- Have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for children of the same age in the academy.

Objectives

The objectives of our policy are:

- To identify and monitor children's individual needs to ensure that the necessary provision is established and then monitored;
- To plan a personalised, appropriate and innovative approach to learning and to ensure that all targets set are specific, measurable, achievable, realistic and time related;
- To involve parents/carers and children in the identification and review of any targets/outcomes and where necessary those targets identified in a child's My Plan Review;
- To work in partnership with, and involve, parents/carers and outside agencies;
- To ensure that all who are working with the children are aware of the procedures for identifying their needs, supporting and teaching them.

Roles and Responsibilities

The responsible persons for SEND at the academy are:

- Dan Oakes – Head Teacher
- Kathryn Brooke-Dean – Chair of Governors

The Special Educational Needs and Disabilities Coordinator at the Academy is Sami Schorah. The SENDCo is responsible for co-ordinating the day-to-day provision of education for pupils with SEND at the academy.

The Governing Body play an important role in ensuring that:

- They are fully involved in developing and monitoring the Academy's SEND policy.
- They are up to date and knowledgeable about the Academy's SEND provision, including how funding, staffing and resources are deployed.
- The quality of provision is continually monitored.

The Governing Body will:

- Ensure that the necessary provision is made to meet the needs of all our pupils.
- Ensure that teachers in the academy are aware of the importance of identifying and providing for all pupils in their care.
- Ensure that parents/carers are notified of a decision by the Academy that specific provision is being made for the child.
- Have regard to the SEND Code of Practice (2015) when carrying out its duties towards all pupils in the academy.
- Have a written SEND policy containing the information as set out in the Special Educational Needs Regulations 1999 (reproduced in the SEND code of practice, 2015).

The Senior Leadership Team will:

Ensure that procedures are in place to identify pupils' needs, including:

- Ensuring that all staff are supporting the identification, teaching and assessment of pupils with SEND;
- Overseeing and maintaining resources for a range of SEND.
- Ensuring that all staff have continued professional development relating to SEND.
- Working in close partnership with parents/carers and external agencies.

- Monitoring, evaluating and reporting on the provision for all pupils to the governing body.
- Co-ordinating the range of support and interventions available to children.

Access to the Curriculum

The Academy is committed to providing a broad and balanced curriculum, based on the National Curriculum for those pupils of compulsory school age. In all cases, class teachers will be responsible for the teaching and learning of pupils and ensure that work is appropriately planned and adapted. The school will, in other than exceptional cases, make full use of classroom and school resources before drawing on external support.

SEND Support and The Graduated Approach to providing SEND support

Levels of SEND Support

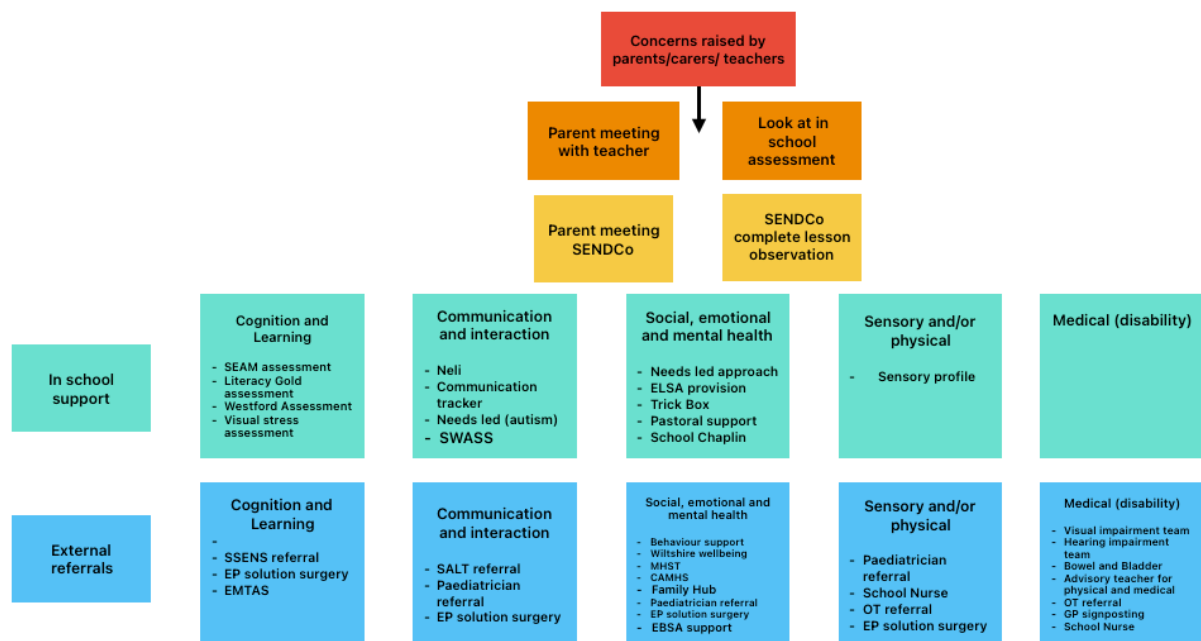
- Quality first teaching, including highly effective adaptation, will be in place in the classroom.

In all classes teachers are responsible for the teaching and learning of all pupils, including those with SEND. The teacher plans for the activities to be given to the pupils at the appropriate level of need for success and progress to be achieved.

- **SEN Support** - a child whose progress is working below age related expectations in any area or who needs a higher amount of support either 1:1 or small group, is identified as SEN Support. These children would be offered an IPP (individual provision plan) in consultation with parents in order to help support their area of need. On the IPP are individualised SMART targets that can be worked on with the child and either a teacher or teaching assistant. These targets are reviewed termly.

- **My Support Plan** - For some children a My Support Plan will be generated that has the child and their needs at the centre with outside agencies being consulted in order to provide additional support. A My Support Plan is generated in conjunction with the child, parents, school staff and outside agencies. This focusses on outcomes and provision that is needed to support the child. Everyone involved in the My Support Plan, including parents, are kept up to date regularly with progress and all external agency reports are shared with parents. This process will inform short term targets for the child. For some children at this level their progress may just be monitored and reviewed through targets recommended by the Wiltshire Graduated Approach before considering generating a My Support Plan.

• **Education and Health Care Plan (EHCP)/ Statutory My Plan** - A child who requires specific support in class and where progress and needs have not been met through a My Support Plan will be considered for a Statutory My Plan. The My Support Plan can be put forward to the SEND panel to be considered for a Statutory My Plan. A child at this level will be allocated an SEND Lead Worker through Wiltshire Council SEND Service. Parents, the child, school and any other agencies involved will be asked for their input which will be presented to the Wiltshire Council SEND panel.



The Graduated Approach to SEND



Where a pupil is identified as having SEND, our school will take action to remove barriers to learning and put effective provision in place. This SEND support will take the form of a four-part cycle, known as the graduated approach. These four parts are: Assess, Plan, Do and Review.

Assess - Class teacher and SENDCO will carry out a clear analysis of a pupil's needs, drawing on teacher assessment, experience of the pupil, previous progress and attainment and information

from the school's core approach to pupil progress, attainment and behaviour. Assessments will be reviewed regularly to ensure that support and interventions are matched to needs.

Plan - If it is decided to place a pupil on SEND support, the parents will be formally notified. At our school, parents are part of the assessment and review process for pupils. The plan will be generated with the class teacher, SENDCO, parents and pupil in order to identify the support and intervention required to meet the outcomes identified for the pupil.

Do - The class teacher will remain responsible for working with the child on a daily basis. Where a teaching assistant or specialist teacher works with the pupil either one to one or with a group the class teacher remains responsible for overseeing the planning and assessment of the intervention and feeding back to parents.

Review - The effectiveness of the support and the impact of this support on the pupil's progress will be reviewed alongside the parents and pupil in order to gain their views. This will then feed back into the analysis of the pupil's needs and inform the revised support in light of the pupil's progress.

Where a pupil has a Statutory My Plan, the LA and school must review the plan at least once a year.

Generation of a My Support Plan for a Child

Following a review of the strategies, it may be necessary to make provision which is additional to, or different from, that which is already provided. It may be that the child:-

- Makes little or no progress even when teaching approaches are targeted to their particular needs.
- Shows signs of difficulty in developing skills in literacy or mathematics.
- Shows persistent signs of emotional or behavioural difficulties which are not addressed through the behaviour policy used in school.
- Has physical or sensory problems and despite specialist equipment still makes little or no progress.
- Has communication and/or interaction difficulties which lead to them making little or no progress.

The My Support Plan will be generated in full consultation with the class teacher, the SENDCO, parents, the child and in some cases, outside agencies, who may be involved with the child. Together, a My Support Plan will be generated with the child at its centre. Long term goals will be considered and then the short-term goals that will be needed to fulfil these longer-term goals.

The My Support Plan will evidence:

- Who is important to the child?
- The child's view
- The views of their parents/carers
- How best to support the child
- Hopes and dreams for the future
- What is important for the child (e.g. health or communication needs)
- How the child learns
- What is and isn't working for the child and their family
- Shared action plan with short term targets included
- Support required
- Review against targets

The My Support Plans will be fully jointly reviewed three times a year and a meeting with the parents will be arranged.

Requesting a EHC plan/ Statutory My Plan

Where, despite all of our best endeavours and evidence of at least three cycles of Plan, Do and Review, the child still makes little or no progress in the areas targeted, we will discuss with the parents and child the need for us to approach the LA to request a statutory assessment for a Statutory My Plan.

However, this may or may not result in the LA issuing a Statutory My Plan.

Where a child has a Statutory My Plan we will carry out an annual review which parents, child, the LA, outside agencies, Head teacher, SENDCO and the class teacher will be invited to attend.

The Statutory My Plan will ensure a collaborative, joined up approach to support the child. There will be a single point of contact appointed called the SEND Lead Worker who will be responsible for liaising between all the interested parties ensuring that everyone is working together and effectively sharing information.

Criteria for exiting the SEND Register

Where specific planned provision has been successful and accelerated progress has been made so that the pupil is working within national expectations, then they will be removed from the SEND register and placed on our Concerns list to monitor ongoing progress for two terms. This will be shared with parents in either written format or verbally.

Supporting Pupils at school with a Medical Condition

We recognise that pupils at our school with medical conditions need to be fully supported to allow them full access to education, including school trips and physical education. If children have a disability, we will comply with the duties under the Equality Act 2010. Some children will have their medical conditions recognised within their Education, Health and Care Plan/Statutory My Plan.

Parent/Carer Voice

Parents/carers are important partners in the effective working relationship with the academy in raising their child's attainment. The Academy strives to ensure that parents/carers are fully involved in the identification, assessment and decision-making process in the academy. Parents'/carers' contribution to their child's education is valued highly by the staff in the academy.

We value working in close partnership with parents and carers to support children with special educational needs and/or disabilities (SEND). To ensure meetings are helpful, focused and fair for all families, we follow the guidance below when arranging meetings with the SENDCo.

How SENDCo meetings are arranged

- Meetings with the SENDCo are by appointment are arranged in advance.
- The SENDCo works on set days each week (Mon, Wednesday-Friday), and meetings are scheduled within these working hours.
- Requests for meetings should be made via the school office or your child's class teacher in the first instance.

Responding to meeting requests

- We aim to acknowledge SENDCo meeting requests within 5 school days.
- This response may confirm:
 - Whether a meeting is appropriate at that stage, or
 - That further information is needed, or
 - A proposed timescale for a meeting to take place.
- Due to the SENDCo's wider responsibilities, meetings may not be able to be arranged immediately, but all requests are considered carefully and fairly.

Purpose of SENDCo meetings

SENDCo meetings are usually arranged to:

- Discuss a child's identified SEND and support already in place
- Review progress against agreed plans (e.g. EHCPs, PSPs, support plans)
- Consider next steps where further support may be required

Where questions can be answered or information shared without a meeting, we may do this first to ensure SENDCo time is used effectively for children who need it most.

Meeting length

To ensure meetings are focused and manageable:

- Most SENDCo meetings last around 30 minutes
- Annual reviews may last up to 60 minutes
- Meetings are time-limited so that the SENDCo can support all pupils and families fairly

Preparing for a meeting

To make the best use of meeting time:

- The purpose of the meeting will be agreed in advance
- Relevant paperwork or information may be shared beforehand
- Where appropriate, staff working directly with your child may contribute information to inform the discussion

Urgent concerns

- Safeguarding concerns should be reported immediately to the school and are managed through safeguarding procedures, not SENDCo meeting requests.
- Urgent day-to-day matters should continue to be shared with your child's class teacher.

Our commitment

We are committed to:

- Listening carefully to parents and carers
- Working collaboratively to support children's needs
- Using SENDCo time thoughtfully so that support is timely, effective and fair for all families

Thank you for your understanding and for working with us to support our children.

Complaints Procedure

If parents/carers have a complaint concerning provision for their child, they should discuss this with either the SENDCO or the Headteacher who will issue a copy of the Academy's Complaints procedure. The complaints policy is also available through the school's website.

Criteria for Evaluating the Success of our Policy:

The policy will be evaluated against the objectives stated on page two by:

- ✓ An analysis of the curriculum, support and resources that are deployed to meet the pupil's needs.
- ✓ An analysis of the pupil's academic, social and emotional data and the interventions in place to narrow identified gaps (this analysis will include evidence from learning walks and learning assistant appraisals).
- ✓ By involving the pupils, parents/carers and outside agencies in discussing, constructing and reviewing provision through the process of My Support Plan and My Plan reviews

Additional Information:

For further advice on SEND issues the following organisations and web sites may be useful:

- Wiltshire SENDIASS (formerly WISA) The statutory information, support and advice service for Wiltshire Tel: 01225 307455

<https://family-action.org.uk/services/wiltshire-sendiass/>

- Wiltshire County Council SEN Web site: Tel: 01225 718095 SEN Services
Wiltshire Council Children & Education Department Trowbridge Wiltshire
BA14 8JN

<https://www.wiltshirelocaloffer.org.uk/>

- Children and Young People's Services can also be accessed by Wiltshire Families Hub

<https://wiltshirefamilyhubs.org.uk>

- British Dyslexia Association

helpline@bdadyslexia.org.uk

- The National Autistic Association

<http://www.autism.org.uk/Our-services/Advice-andinformation-services/Autism-Helpline.aspx>