

*'Every teacher is a teacher of every child or young person including those with SEN'*



## **Special Educational Needs and Disability Policy**

**Signed on behalf of Governors**

**Date: March 2017**

**Review Date: March 2018**

**Written by Claire Peats and Esther Bloomer**

***'Every teacher is a teacher of every child or young person including those with SEN'***

## **SENCO contact details:**

**Esther Bloomer can be contacted at Lower Meadows on 0114 2440915.**

**Claire Norman (NASENCo award) can be contacted at Upper Meadows on 0114 2440915.**

**Both SENCOs are members of the Senior Leadership team.**

---

## **Special Educational Needs and Disability Policy**

The policy is in line with guidance from the following documents:

- Section 69(2) of the Children and Families Act 2014
- Regulation 51 and Schedule 1 of the Special Educational Needs and Disability Regulations 2014

### **Definition**

“A child has special educational needs if they have a learning difficulty which calls for special provision to be made for them.” (Education Act 1993)

A child has a learning difficulty if:

- they have a significantly greater difficulty in learning than the majority of children their age
- they have a disability which either prevents or hinders them from making use of educational facilities of a kind generally provided for children of their age in schools within the area of the local education authority

A child is not taken as having special educational needs solely because English is spoken as an additional language.

***'Every teacher is a teacher of every child or young person including those with SEN'***

## **Ethos and Philosophy**

The Governing body of Tinsley Meadows is committed to the principles of inclusion. It aims to provide a balanced and broad learning experience for all its pupils through a relevant and differentiated curriculum. Staff employ a variety of teaching techniques to “unlock learning” for pupils. For those children identified with special educational needs, the school is further committed that not only should these children reach their full academic potential but that they should be included fully in the school community and have a successful transition to secondary education.

The school endeavours to provide a learning environment that recognises the needs of all children. The use of routines, a positive behaviour policy, differentiated teaching techniques and ICT all help to facilitate children’s learning. Children at all levels are actively encouraged to manage their own learning through an environment that supports and enables. The school is also committed to providing a high level of resourcing to enable full access to the curriculum.

For those with physical disabilities, the school’s commitment is demonstrated through an accessible learning environment. This incorporates specific toilet facilities.

The school believes that all pupils with special educational needs and/or disability can make progress through the school’s support. Progress will often be in small steps and these need to be celebrated. Such progress will be monitored through appropriate assessment that recognises and rewards pupil’s efforts and achievements.

The school adopts a multi-agency approach to SEND. Such an approach provides a holistic understanding of an individual’s needs and provides maximum support. In particular, parents are seen as fundamental in meeting a child’s needs and are involved at all levels. Where ever appropriate, the child is also viewed as a partner and the child’s voice is fundamental to reviewing their progress and planning next steps in their learning. The school further fosters good professional links with outside support agencies such as the Speech and Language Service, the Hearing Impaired service, Learning Support Service, Educational Psychology department and specific health professionals.

## **Principles**

The principles for SEND provision at Tinsley Meadows are in line with the 2014 Code of Practice. The school identifies children as having special educational needs when evidence indicates that current rates of progress are inadequate. When this has been recognised, additional or different action is taken to enable the child to learn more effectively.

***'Every teacher is a teacher of every child or young person including those with SEN'***

When a child is identified as having special educational needs, individual targets are written within their Assertive Mentoring forms. In some cases, a child is placed on the register for medical and behavioural reasons only. The school keeps an up to date register of all pupils who are identified as having SEND. Recorded on the register, there is a list of children who are not identified by the code of practice but where the school finds it useful to informally monitor pupils known as 'concerns'.

The school has a team approach to the leadership of SEND. Overall responsibility for SEND is the senior leadership team. Day to day provision of children with SEND is delegated to the SEND co-ordinator. The school adopts a whole school approach to SEND training recognising it as an integral part of whole school development and programmes are always delivered with the needs of all children taken into account.

Teachers recognise their overall responsibilities for children they teach who are identified as having SEND. This is reflected through their planning and their everyday practices. Subject co-ordinators also consider the needs of SEND pupils when resourcing their curriculum areas.

Children with SEND are integrated into classrooms with children in the same year group. The majority of SEND support is provided in class through the class teacher, often with a member of the support staff allocated (based on Provision Mapping). At times, some children will be provided with specialist support in a withdrawal group or on a 1:1 basis (Wave 2 and 3 interventions and SEN Outside Agencies support for professional advice). Resources are allocated on these principles and it is a fundamental part of the schools development.

The curriculum is inclusive regardless of the child's background, disabilities, gender or ethnicity as the school follows the LA's admission and equal opportunities policy.

The teaching of all pupils particularly children with SEND require:

- Positive attitudes from staff
- Partnership between teachers and children to help plan and evaluate children's own learning
- A climate of warmth and support in which self-confidence and self esteem can grow.
- Partnership between home and school is established
- Extra support at specified times to access the National Curriculum

## **Provision**

The school governors, Executive Head teacher and Special Educational Needs

Co-ordinator are responsible for ensuring that provision is made for pupils with special educational needs. In the classroom, the SEN Co-ordinator (SENCO) and the class teacher are responsible for the day to day

***'Every teacher is a teacher of every child or young person including those with SEN'***

management of that provision. The SENCO is allocated some time to manage SEN in the school and is able to bid for additional time as and when required.

The SEND Code of Practice (2014) states that the key responsibilities of the SENCO team may include:

- overseeing the day to day operation of the school's SEN policy.
- advising on the graduated approach to providing SEN support co-ordinating provision for children with SEN
- ensuring that the school keeps the records of all pupils with SEN up to date, tracking pupils' progress on SEN register and value-added of any interventions
- liaising with the parents/carers of children with SEN
- liaising with the relevant Designated Teacher where a looked after pupil has SEND
- contributing to the in-service training of staff
- liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies managing learning support assistants (provision mapping)
- being a key point of contact with external agencies, especially the local authority and its support services
- advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
- complete MPAs to apply for Statements and organise Annual Reviews for those with Statements
- liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned
- working with the Executive headteacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements

The SENCO up-dates their knowledge through regularly attending the SENCO Briefings, training days and training sessions, conferences, reading current information such as published guidance and CD ROMs/DVDs and discussions with Outside Agencies and information from the Website (particularly Sheffield City Council).

External agencies regularly provide support through assessment, monitoring and direct teaching of children with SEND. These include communication therapists, the Service District (known as MAST), Learning Support Teachers, Specialist Support Team (ASD and Early Years), the Access and Inclusion service, the school nurse, the Educational psychologist, the Hearing and Visual impairment service. The school actively encourages a multi-agency approach to SEND and regularly puts itself forward as a venue for inter-agency meetings.

***'Every teacher is a teacher of every child or young person including those with SEN'***

To ensure inclusion and support of SEND pupils, Teaching Assistants and a Pupil Support Officer/Learning Mentor are employed by the school to deal with the range of needs. This support is delivered during whole class teaching and through withdrawn small group work (for example, anger management, circle time, social skills and self esteem groups). The school employs a very effective positive behaviour policy. This is used by all staff for all children although those with very challenging behaviour often receive extra mentoring and support systems. The experience of the staff means that such mentoring may occur at many different levels: from class teacher to head teacher with close involvement with the family.

The classroom provision for children with SEND is based upon the National Curriculum. However, it is recognised that this provision must occur at an appropriate level and therefore differentiation is an integral part of its delivery. In relation to Numeracy and Literacy, children with SEND are taught from the appropriate year groups to ensure full coverage, differentiated to the appropriate level. The school recognises that SEND children, like all children, can achieve in other areas of the curriculum and this is actively encouraged. Access is further ensured by the use of support staff to either directly support SEND children or to free up the class teacher to target children with SEND. The school has adopted a creative curriculum where cross curricular links are made encouraging a range of learning styles. In this way the teacher is able to spend more time working in groups rather than whole class teaching. Therefore differentiation can be implemented with ease and children's tasks can be individualised and teaching the targets on Assertive Mentoring forms becomes manageable. The school promotes excellence and enjoyment for all. Children with SEND are actively encouraged to partake in all areas of the school. They are routinely appointed as school council representatives and are active in whole school activities. The school also seeks to ensure that these children are able to attend the residential trip. Support is also provided for any curriculum and end of year trips.

Children's learning is carefully mapped out through Provision Mapping which ensures that the assessments are used to plan for further support. Further details can be found in the 'Inclusion Policy'.

## **Procedures**

The Draft Special Educational Needs and Disability (SEND) Code of Practice: for 0 to 25 years identifies four broad areas of Special Educational Needs;

1. Communication and Interaction
2. Cognition and Learning
3. Social, mental emotional health
4. Sensory and/or physical disability

***'Every teacher is a teacher of every child or young person including those with SEN'***

Need Type	Specific disabilities / needs	Areas of learning likely to be affected	Recommended support / interventions
Communication and Interaction (C&I)	<p>Specific learning difficulties such as dyslexia or a physical or sensory impairment such as hearing loss may also lead to communication difficulties.</p> <p>Speech, Language and Communication Needs (SLCN) Autism Spectrum Disorder (ASD) Asperger's Syndrome and Autism</p>	<p>Provision for children and young people with communication and interaction difficulties should reflect their likely need for support in developing social relationships and their increased risk of emotional or mental health problems. It may also cover support in making progress in related areas of learning such as literacy.</p> <p>Children and young people with an Autism Spectrum Disorder (ASD), including Asperger's Syndrome and Autism, have difficulty in making sense of the world in the way others do. They may have difficulties with communication, social interaction and imagination. In addition they may be easily distracted or upset by certain stimuli, have problems with change to familiar routines or have difficulties with their co-ordination and fine-motor functions.</p>	<p>Interventions might include creating rich oral language environments, individual support and augmentative and alternative means of communication.</p> <p>Interventions will need to take account of their individual sensory needs and requirements.</p>
Cognition and Learning (C&L)	<p>Severe Learning Difficulties (SLD) Profound and Multiple Learning Difficulties (PMLD) Specific Learning Difficulty (SpLD) This includes a range of conditions such as dyslexia (difficulties with reading and spelling); dyscalculia (maths); dyspraxia (co-ordination) and dysgraphia (writing). A discrepancy between achievement and general intellectual ability may indicate that a child or young person has a SpLD.</p>	<p>Children and young people with learning difficulties will learn at a slower pace than other children and may have greater difficulty than their peers in acquiring basic literacy or numeracy skills or in understanding concepts, even with appropriate differentiation. They may also have other difficulties such as speech and language delay, low self-esteem, low levels of concentration and underdeveloped social skills.</p> <p>Children and young people with severe learning difficulties (SLD) have significant intellectual or cognitive impairments and are likely to need support in all areas of the curriculum. They may have difficulties in mobility and coordination, communication and perception, and the acquisition of self-help skills.</p> <p>Children and young people with SLD are likely to need</p>	<p>Children and young people who have a learning difficulty need more detailed differentiation and the curriculum set out in smaller steps. They may need more practical activities than their peers to support the development of abstract concepts.</p> <p>They may require specific programmes to support their progress in developing literacy and numeracy skills. The level of support required will depend on the severity of the child or young person's cognitive difficulty and any associated needs that compound</p>

***'Every teacher is a teacher of every child or young person including those with SEN'***

		<p>support to be independent.</p> <p>Those with profound and multiple learning difficulties (PMLD) have severe and complex learning difficulties as well as significant other difficulties such as a physical disability or a sensory impairment. They are likely to need sensory stimulation and a curriculum broken down into very small steps. These children and young people require a high level of adult support, both for their educational needs and for their personal care.</p>	<p>their difficulties in accessing the curriculum, such as physical impairments or communication difficulties.</p> <p>Children and young people with specific learning difficulties may need support in sequencing and organisational skills and appropriate IT equipment and software to support the development of their literacy skills.</p>
<p>Social, mental and emotional health (SMEH)</p>	<p>A wide range and degree of mental health problems might require special provision to be made. These could manifest as difficulties such as;</p> <ul style="list-style-type: none"> <li><input type="checkbox"/> problems of mood (anxiety or depression),</li> <li><input type="checkbox"/> problems of conduct (oppositional problems and more severe conduct problems including aggression),</li> <li><input type="checkbox"/> self-harming, substance abuse,</li> <li><input type="checkbox"/> eating disorders or physical symptoms that are medically unexplained.</li> <li><input type="checkbox"/> Attention deficit disorder (ADD),</li> <li><input type="checkbox"/> Attention deficit hyperactive disorder (ADHD),</li> <li><input type="checkbox"/> Attachment disorder,</li> <li><input type="checkbox"/> Autism or pervasive developmental disorder,</li> <li><input type="checkbox"/> An anxiety disorder,</li> <li><input type="checkbox"/> A disruptive disorder or, rarely, schizophrenia or bipolar disorder.</li> </ul>	<p>Children and young people who have difficulties with their emotional and social development may have immature social skills and find it difficult to make and sustain healthy relationships. These difficulties may be displayed through the child or young person becoming withdrawn or isolated, as well as through challenging, disruptive or disturbing behaviour.</p>	<p>Schools, colleges and early years providers should identify clear processes to consider how they will support such children, as well as how they will manage the effect of any disruptive behaviour so it does not adversely affect other pupils. Many schools and colleges offer pastoral support, which may include access to counselling sessions, to help their pupils and students with emotional, social or mental health difficulties. This should be described in their published SEN policy and schools should ensure a solid evidence base for any interventions offered. Staff may need training and support to understand the nature and extent of problems that require more specialist intervention. Where more specialist provision is required, schools, colleges and early years providers should have clear arrangements in place with local health partners and other</p>

***'Every teacher is a teacher of every child or young person including those with SEN'***

			organisations for making appropriate referrals to Child and Adolescent Mental Health Services (CAMHS). This might include schools and colleges commissioning specialist CAMHS directly. It is best practice for CAMHS to offer a 'triage' service to identify and provide for children and young people who need specialist provision very quickly.
Sensory and/or physical needs (S/PD)	Visual Impairment (VI) Hearing Impairment (HI) Multi-Sensory Impairment (MSI) Physical Disability	Children and young people with a visual impairment (VI) or a hearing impairment (HI) may require specialist support and equipment to access their learning. Children and young people with a Multi-Sensory Impairment (MSI) have a combination of visual and hearing difficulties, which makes it much more difficult for them to access the curriculum or study programme than those with a single sensory impairment. Some children and young people with a physical disability (PD) require additional on-going support and equipment to access all the opportunities available to their peers.	Many children and young people require minor adaptations to the curriculum, their study programme or the physical environment. Many such adaptations may be required as reasonable adjustments under the Equality Act 2010. Some children and young people require special educational provision. It is this group that should be identified as having a SEN.

***'Every teacher is a teacher of every child or young person including those with SEN'***

**Levels of Support**

Pupils who are identified as SEND will no longer be categorised by School Action, School Action + or pupils with a Statement. Instead the SEND register will identify pupils as those with an Educational, Health and Care Plan (a statement) and those without.

From April 2016 children with SEND are assessed using the new Sheffield Support Grid to identify their level of need and then appropriate support is put in place.

**Provision**

Most pupils will have their needs met through quality first teaching (QFT.) Pupil's progress and achievements will be monitored and any pupil not making adequate progress will be given further targeted support as part of quality first teaching. The effectiveness of this will be monitored and reviewed as part of the schools ongoing cycle of assessment for learning.

When a pupil has been identified as requiring a provision that is additional to, or different from, that made generally for others of the same age, or is showing a significantly greater difficulty in learning than the majority of others of the same age, the pupil will be placed on the SEND register under one of the four SEND categories.

At this point parents or carers will be informed and will be invited to discuss the additional support required and how best they can assist their child with their home-school learning.

The provision required for each pupil will be specific to that pupils needs and where possible school will seek and follow advice from additional professionals such as Occupational Therapists, Physiotherapists, Paediatricians and Specialist Teachers. Where several professional agencies are involved a CAF (Common Assessment Framework) may be advised to ensure that a cohesive approach is taken towards monitoring and meeting a pupils needs.

Below is an example of the provision provided by Tinsley Meadows and the tiered response to pupils' needs:

Quality First Teaching (All Pupils)	SEND pupils without an EHC plan	SEND pupils with an EHC plan
<ul style="list-style-type: none"> <li>• Differentiated curriculum</li> <li>• Differentiated delivery</li> <li>• Differentiated outcome</li> <li>• Increased visual aids – letter formation, number lines.</li> <li>• Visual timetables</li> </ul>	<ul style="list-style-type: none"> <li>• Quality First Teaching</li> <li>• Named part of whole class provision mapping</li> <li>• Group intervention English</li> <li>• Group intervention Maths</li> <li>• Additional Phonics Support.</li> </ul>	<ul style="list-style-type: none"> <li>• Quality First Teaching,</li> <li>• Assistance and support in line with individual EHC plans (statements)</li> </ul>

***'Every teacher is a teacher of every child or young person including those with SEN'***

<p>(class and individual)</p> <ul style="list-style-type: none"> <li>• Illustrated dictionaries</li> <li>• Use of writing frames</li> <li>• Alternative recording methods</li> <li>• General ICT access with appropriate software.</li> <li>• Sensitive grouping/ pairing / class or playground buddy.</li> <li>• Spelling banks for new subject specific words.</li> <li>• Where appropriate simple and clearly laid out worksheets.</li> <li>• Structured school and class routines</li> <li>• Use of symbols for understanding</li> <li>• Individual work station</li> <li>• Whole school and class reward system / individual reward systems.</li> <li>• Whole school/class rules / Whole school policy for behaviour</li> <li>• Circle time as part of PSHE curriculum</li> <li>• Use of positive language to promote self esteem</li> <li>• Time out facilities</li> <li>• Modified/adapted resources</li> <li>• Desk slopes / Magnifiers</li> </ul>	<ul style="list-style-type: none"> <li>• Speech and Language Support.</li> <li>• Time out/Anger Management support cards.</li> <li>• Group intervention for behaviour and emotional support.</li> <li>• Sensitive class seating arrangements.</li> <li>• 1:1 Reading intervention.</li> <li>• 1:1 Phonics intervention.</li> <li>• 1:1 Maths intervention</li> <li>• Communication and support from external agencies.</li> <li>• Support in line with individualised advice from an external agency including</li> <li>• Health Plans.</li> </ul>	
--	--	--

Tinsley Meadows follows the model of SEND as recommended by the 2014 Special Educational Needs and Disability Code of Practice and Sheffield LA. However, the school has found it useful to supplement the model with an initial note of concern.

***'Every teacher is a teacher of every child or young person including those with SEN'***

This is also captured in the School's Local Offer which can be found at:  
<http://www.sheffielddirectory.org.uk>

**Note of concern.**

Definition: The teacher is concerned that a child is making slow rates of progress although they have not yet identified the rate as being inadequate.

For a note of concern to be registered, the teacher has identified that a child is making slow progress in a specific area or in general terms. At this stage the teacher is unsure whether this slow progress is a reflection of special educational needs or rather that it is merely a part of the child's normal learning patterns. A note of concern is an informal recognition by the teacher that the child needs further monitoring to identify whether the rate of progress is adequate or inadequate. A form is completed using the Every Child Matters criteria.

During this stage the teacher should be aware of what can be reasonably accepted as adequate progress. As recognised in the 2014 code of practice, it might be progress which:

- closes the attainment gap between the child and their peers
- prevents the attainment gap growing wider
- is similar to that of peers starting from the same attainment baseline, but less than that of the majority of peers
- matches or betters the child's previous rate of progress
- ensures access to the full curriculum
- demonstrates an improvement in self-help, social or personal skills
- demonstrates improvements in the child's behaviour.

At this stage, the child and parent may be approached in an informal manner to alert them of the teachers concerns.

**Statutory Assessment (Education, Health, Care plan)**

Definition: A statutory assessment is made by the school to the LA when the child has demonstrated significant cause for concern.

On making a request for statutory assessment, the school will provide the LA with evidence that any strategies or programmes implemented for the child have been continued for a reasonable length of time without success. The school will also show that alternatives have been tried and provide clear documentation about the child's progress over time. Before making a request, external services, the parent/carer and the child will all be closely involved and will provide written advice where appropriate.

***'Every teacher is a teacher of every child or young person including those with SEN'***

It is recognised by the school that the LA's policy is that schools must now fund statements. Children who meet the LA criteria for additional support must have their needs met in school as the statement dictates.

## **Reviews**

Tinsley Meadows currently employs a cycle of three SEND reviews a year as part of the Assertive Mentoring reviews. These reviews occur in the first half of each term. These arrangements are in line with the LEA policy and the 2014 code of practice. Parents and carers are encouraged to participate in the review process and the child's views are also actively sort. These reviews are a minimum and staff may hold others as and when they feel it is necessary.

The targets from the Assertive mentoring meeting then form the children's IEP and this is monitored by the class teacher and SENCo.

Transition meetings are held between the Year 3 teachers and the staff at Lower Meadows in the second half of the summer term and between the Year 6 teachers and the Comprehensive school around the same time.

## **Resources**

The school receives money in its budget to support children with special educational needs. This is based on measures of deprivation (such as free school meals) and also measures of pupil attainment (such as SATs results, Foundation Stage scores and so on). In addition, money is provided for any pupils who have a statement of special educational needs. A proportion of the support workers budget comes from special needs funding. Some of the money also is used to purchase materials and resources to support children with SEND. To manage SEND successfully in the school, the SENCO receives time to implement policies and procedures effectively, develop new initiatives, monitor and evaluate the provision of SEND, as well as time to meet with outside agencies and families.

Some funding will also be made available for pupils with SEND through the school's Locality (this is currently a work in progress) and the SENCO can apply for this money at certain times in the year. These requests have to be supported by an Educational Psychologist and relevant evidence gathered from work done in class.

## **Sensory Room**

From November 2013 Lower Meadows has created a sensory room, which is available for individual children under the supervision of an adult. It offers a sensory supportive environment to facilitate self-regulation, relaxation, and sensory awareness. The sensory room provides a place where specific, daily activities can be undertaken, with support from outside specialists on specific

***'Every teacher is a teacher of every child or young person including those with SEN'***

programmes. It also provides a quiet space for children to go when they are experiencing feelings of anxiousness, anger or distress.

### **Nurture Room – The Den**

From January 2012 Upper Meadows has created a separate classroom which is run on a combination of nurture principles and foundation stage teaching. There is space for 12 children in this classroom which is staffed by two teaching assistants and overseen by the SENCO. All referrals to the nurture room are made, in consultation with parents, and discussed with the SENCO, Class Teacher and Nurture Group staff.

A variety of assessment procedures will be used to inform referrals. These will include the Boxall Profile and appropriate academic assessments. Formal assessment by an Educational Psychologist is not a pre-requisite for admission, but consultation and discussion of relevant factors may be necessary. Parents will be kept fully informed about the outcomes of these meetings and the reasons for referral.

#### **Entry/admission criteria for The Den.**

Parents will always be consulted prior to a child being placed in the Nurture Group. Placement will be considered for children who are underachieving for social, emotional or behavioural reasons. This could include:

- Children who are very restless, cannot listen, behave impulsively or aggressively
- Children who are withdrawn and unresponsive and who have difficulty relating to others

The Boxhall Profile will be used to objectively assess children's needs and their suitability for placement in the Nurture Group. **This is then updated every half term in order to monitor the progress of the child accessing the provision.**

#### **Exit criteria for The Den**

Reintegration will be planned with the SENCO, parents, Class Teacher, Nurture Group team and other Key Adults consulting with the School Educational Psychologist where appropriate.

Where reintegration is not considered appropriate an alternative action plan will be agreed. This may involve assessment at the next stage of the Code of Practice.

#### **Admissions**

The school is sensitive to the needs of all children during the admissions procedure and follows the transition policy. Staff are informed if they need to be aware of a child's specific needs and copies of the care plans are kept in the school office. It is a smooth transition for SEN children and their families when they are admitted into either the Lower or Upper schools from their

***'Every teacher is a teacher of every child or young person including those with SEN'***

previous school and the records are passed on and discussed between the schools.

The Inclusion Team will provide an initial period of close monitoring as well as a weekly slot for new children to discuss any settling in difficulties and the Learning Mentor / Student Support Officer would provide additional pastoral support.

Children with Statements in Upper Meadows are reviewed in Y5 to find suitable Secondary provision and at Lower Meadows in Y1 to find suitable primary provision. Parents are invited to come and discuss suitable schools for Y6 and Y1 pupils and they are given details of the provision made at different schools. If a child's SEN is more complex or they have a Statement, outside agencies can also give recommendations as to the provision the child may need. Records are copied and passed onto the child's new Primary or Secondary School. With any vulnerable pupils, the transition officer will come for a meeting with the SENCo and parents to discuss how their needs can be met. Also, additional visits are arranged for vulnerable children, and Brinsworth Secondary also provide many additional activities and trips.

## **Governors**

As stated in the 2014 Code of Practice, the governing body must:

“do its best to ensure that the necessary provision is made for any pupil who has special educational needs.”

The governing body has a named member who oversees the SEND provision with the school and maintains close links with the SEND team. The named SEND governor is Sheila Sutherland and can be contacted through the school on 0114 240915. The governing body is kept informed of developments in SEND through regular meetings. The Executive Headteacher receives regular SEND reports which are used to inform the Executive Headteacher's reports to governors.

Governors' meetings are also used as a platform to feedback information concerning the SEND budget and the provisions made throughout the school. This includes a review of the SEND Audit and its implications in terms of resources. Information concerning children with statements is also discussed.

The governing body accepts that the school would in the first instance deal with complaints from parents and carers concerning SEND provision. However, the school adopts the LEA complaint procedure and actively encourages parents and carers to contact the SEN Governor if they feel it is necessary.

The SEND Coordinator maintains a confidential register of all children with Special Educational Needs and any reports from outside agencies are stored

***'Every teacher is a teacher of every child or young person including those with SEN'***

in a locked filing cabinet or electronically on the School's CPOMs site which is a secure document vault.