

LaceyField Eastfield Infants' and Nursery Academy & Lacey Gardens Junior Academy

Special Educational Needs and Disability (SEND) Policy



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Approved by Governing Body	February 2026
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Executive Principal,	Emma Lawton
Chair of Governors	Farhan Ahmed

INTRODUCTION

- 1.2 This policy has been written with regard to the Special Educational Needs and Disabilities Code of Practice: 0-25 years (September 2014) and the Equalities Act (2010). This policy will be implemented by the staff of Eastfield Infants and Nursery and Lacey Gardens Junior Academy. The SENCOs will oversee the implementation of this policy and management and strategic development of provision for SEND.

	Eastfield Infants and Nursery Academy	Lacey Gardens Junior Academy
SENCO	Mrs Sarah Robertson	Miss Karen Sheeran
SEND Governor	Mrs Ann Thomas	Mrs Ann Thomas

2. DEFINITION

- 2.1 The 2014 Code of Practice states that a child or young person has SEND if “they have a learning difficulty or disability which calls for special educational provision to be made for him or her. 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.”
- 2.2 “A child or young person has a learning difficulty or disability if he or she has a significantly greater difficulty in learning than the majority of others of the same age, or has a disability which prevents or hinders him or her from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools.”
- 2.3 A disability as defined by the Equality Act 2010 is ‘...a physical or mental impairment which has a long term (a year or more) and substantial (more than minor or trivial) adverse effect on their ability to carry out normal day-to-day activities’.
- 2.4 Making higher quality differentiated teaching normally available to the whole class is likely to mean that fewer pupils will require such support.

3. ADMISSIONS

- 3.1 The school’s general Admissions Policy will apply. Pupils with Special Educational Needs but without Education and Health Care plans will be treated as fairly as all other applicants for admission. There are no specialisms available and there is no unit attached to either of the schools. Modifications to the school buildings include: wheelchair access via ramps, some widened doors and toilet facilities for the disabled.

Admissions for pupils with EHCPs follows the local authority consultation procedures.

4. PARENTAL INVOLVEMENT

- 4.1 The school is often the first point of contact for parents who have concerns about their child’s progress and/or behaviour. As stated in the Code of Practice parents are encouraged to be fully involved in the decision-making process and understand the purpose of any intervention or programme of action.
- Parents will be encouraged to be actively involved in creating and supporting the pupil’s SEND plan
 - Contact with parents will be established by telephone, electronic and postal communication
 - Records will be kept of details of all parental contact, with date
 - Parents will be encouraged to contact the school should they have any concerns

5. IDENTIFYING SEND

- 5.1 Within the academy, teachers complete baseline and ongoing assessments. Any concerns identified from these will be carefully considered and appropriate actions / interventions / support will be implemented. Concerns may be brought to the attention of the SENCO at that stage. However, if progress remains less than expected, (in spite of high quality teaching, appropriate differentiated classroom activities and initial intervention) a discussion may take place regarding adding the child to SEND Support. **Limited progress and low attainment** do not necessarily mean that a pupil has SEND and should not automatically lead to a pupil being recorded as having SEND - this will only occur once all avenues / barriers have been explored.
- 5.2 The SENCOs of the academy will work with other staff to explore concerns further and may engage the help of external agencies such as the Specialist Teaching Team or a Speech and Language Therapist/ Occupational Therapist in order to identify the area of need.
- 5.3 The Code of Practice 2014 outlines the four broad areas of need as:
- Communication and interaction
 - Cognition and learning
 - Social, emotional and mental health difficulties
 - Sensory and/or physical needs
- 5.4 A pupil with an identified area of need will be placed on the SEND Register with a personalised SEND plan. Where possible this is created with parents and the child. The plan is then utilised by staff to inform planning and provision. SEND plans will be reviewed at least twice a year with parents.

6. SPECIAL EDUCATIONAL PROVISION

- 6.1 Special educational provision is additional to or different from that made generally for other children or young people of the same age. Class teachers are responsible and accountable for the progress and development of all pupils in their class, including where pupils access support from teaching assistants or specialist staff. High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN.
- 6.2 Our schools follow the Graduated Response to supporting children with SEND and the educational provision is outlined in the school's Local Offer (See websites)
- 6.3 The SEND Register identifies children's areas of need.
- 6.4 The Special Educational Provision follows a four-part cycle:
1. Assess This could involve a range of methods including, but not limited to, teachers' assessment of pupil progress, attainment and behaviour, results of standardised tests screening and profiling tests, questionnaires of parents and young people and observations.
 2. Plan This is likely to involve the SENCO, working with teachers to plan appropriate provision, which is clearly communicated with all concerned. This may be in class support or more targeted provision. Any planning will have a clear focus on expected outcomes for the child or young person.
 3. Do The SEND Code of Practice places the teacher at the centre of the day-to-day responsibility for working with all pupils, it is imperative that teachers work closely with any teaching assistants or specialist staff involved to plan and assess the impact of targeted interventions.

4. Review The progress of children who are receiving SEND Support is reviewed termly, and will form part of the school's regular tracking processes.

7. ARRANGEMENTS FOR COORDINATING PROVISION

7.1 The SENCO of each academy is the person responsible for coordinating the provision for pupils with SEND. This is overseen by the academy's Associate Executive Principal and the Executive Principal.

7.2 Class Teachers are responsible for:

- Providing high quality, adapted classroom teaching
- Gathering information about a pupil for whom there is a concern and making an initial assessment of the pupil's educational needs
- Plan that appropriate interventions are in place to meet individual needs
- Liaise with teaching assistants regarding meeting children's individual needs and delivering effective interventions and support
- Utilising information from children's SEND documents and agency advice to inform planning of all teaching and interventions
- Ensure that appropriate interventions are in place and are recorded on CPoms
- Monitoring, reviewing and reporting pupil progress via Pupil Progress Meeting, SEND Reviews, Annual Reviews
- Maintaining records within school's policies and procedures - including contributing to SEND Plans and completing requests for information via EHC Hub
- Provision mapping of intervention for SEND pupils

7.3 All Teaching Assistants are responsible for:

- Regular liaison with the class teacher and SENCO regarding SEND pupils
- Deliver support / interventions and strategies as agreed with class teacher/ SENCO/ Parents and or agencies
- Take decisions about when to 'step in' and when to 'step back' in order to promote independent learning
- Ensure that when interventions have taken place, they are recorded on CPoms
- Contribute information about pupil progress to class teachers for PPM, SEND reviews etc.
- Maintaining records within the academy SEND policies and procedures - including contributing to SEND Plans and completing requests for information via EHC Hub

Specific TAs roles are as follows

Class Team TAs

These teaching assistants are based within the classroom.

Their role includes;

- To support the teacher in the teaching and learning of all children
- To provide intervention support as directed by the CT, the SENCO and Care Team
- To ensure that the teacher is supported in providing the correct environment for optimal teaching and learning

SEND Support TAs

This team will deliver targeted support to children who have an EHCP as outlined in individual EHCP plans. SEN Teaching Assistants will support a variety of children on a 1:1 or small group basis.

Care Team – Specialist SEND Teaching assistant

This team will work alongside the SENCOs to deliver bespoke and evidence-based interventions that enable children to access QFT as frequently as possible with optimum concentration and engagement. They will look to fill the gaps and remove barriers in cognition, learning, speech and language and specific learning difficulties. TAs will monitor the impact of the interventions that they deliver. They will communicate the content of interventions and ways in which class teams can follow up intervention work. They will also report on progress to class and SEND teams.

Care Team

This team will deliver bespoke and evidence-based SEMH interventions that enable children to access QFT as frequently as possible with optimum concentration and engagement. They will

- support children who struggle with unstructured times such as playtime and lunchtime
- monitor the impact of the interventions that they deliver
- communicate the content of interventions and ways in which Class Teams can follow up intervention work. There will always be one member of the care team available for reactive work however; the aim is to be proactive rather than reactive.

7.4 The SENCO will be responsible for:

- Co-ordinate the identification of pupils with SEND and establishment of suitable provision
- Liaison with the School Leadership Team regarding matters pertaining to SEN
- Liaison at the point of transfer between schools
- Overseeing provision mapping of intervention for SEND pupils
- Advise colleagues on strategies/materials/resources to facilitate learning for pupils needing learning support
- Purchase and organisation of appropriate resource materials
- Foster parent partnerships via close liaison with parents/carers
- Liaison with professional agencies
- Liaison with core subject teachers regarding the monitoring of provision, organisation of resources, training for staff etc.
- Supervision of TA timetables
- Coordinate SEND Plans with updates from staff, parents and agencies
- Oversee the records of all pupils with SEND
- Arrange SEND team meetings on a regular basis to review support and share good practice
- Monitor and evaluate the impact of intervention strategies

7.4 The Governors will:

- Determine school's general policy – and have a specific named Governor reviewed annually.
- Appoint the 'person responsible' for Special Needs (SENCO)
- Have regard to the Code of Practice 2014 in all decisions
- Establish the appropriate staffing and funding arrangements and maintain an overview of the school's work
- Ensure that teachers in the school are aware of the importance of identifying, and providing for, those pupils with special educational needs
- Work with the governing bodies of other schools in the area where necessary to coordinate special educational provision
- Ensure that necessary provision is made for any pupil who has special educational needs and that all pupils are fully included
- Appoint a SEND Governor who will take an active role in ensuring SEND delivery is effective in the academies

8. TRANSITION

8.1 Both academies will endeavour to ensure smooth transition at all transfer points to make sure that there is clear communication about SEND.

9. ORGANISATION AND DELIVERY OF RESOURCES

9.1 Resources are allocated to, and amongst, SEND pupils via:

- SEND budget/notional funding.
- EHCP top up funding/EYCC Inclusion Funding.

9.2 Our academies have a range of specific resources to facilitate the learning for pupils with SEND. These support all four areas of need and are generally readily available.

10. NATIONAL CURRICULUM

10.1 All SEND pupils access the National Curriculum and for Early Years the Foundation Stage Curriculum

10.2 Class, SEND and Care Teams in consultation with the SENCO will ensure a SEND pupil's access to the National Curriculum by:

- Adapted materials and approaches
- Appropriate teaching and learning opportunities
- Targeted use of adult support
- Classroom adaptations
- Appropriate, focused interventions
- A range of whole class, small group and/ or 1:1 teaching as appropriate

11. COMPLAINTS

11.1 Depending on their nature, these will be dealt with in the first instance by the Class Teacher /SENCO.

11.2 If the matter is not resolved then it will be referred to the Executive Vice Principal / Executive Principal if necessary, the Governing Body.

11.3 Parents are encouraged to contact Liaise for support and advice.

12. INSET/TRAINING

12.1 The SENCO will update teaching staff and TAs via regular professional development and INSET.

12.2 Individual TA needs are identified through the annual CDD cycle.

12.3 Targeted training will be identified/ offered to individual staff to meet specific needs of children they are working with

12.4 The SENCO is part of the Senior Leadership Team, meetings are an opportunity to discuss SEND provision within the academies.

12.5 SEND Toolkit available to all staff via Google Drive

12.6 Access to National College

12.7 SENCOs access Local Authority SEND Briefings on a termly basis

12.8 SENCOs attend Wellspring Academy Trust SEND Network meetings

12.9 Josie TV and Wellspring Festival of Learning available to all staff to access training with a SEND focus

12.10 Opportunities to visit other settings to explore SEND delivery

13. LINK WITH EXTERNAL AGENCIES

13.1 Teachers and the SENCO are able to seek advice from the following outside agencies when appropriate:

- Psychology
- Specialist Teaching Team
- Occupational Therapy
- CAMHS
- Behaviour Outreach Support Service
- Sensory Education Support Service
- Pupil Reintegration Team
- Physiotherapy
- Speech and Language Therapy
- Portage
- Working Together Team
- Healthy Minds
- Family Support Practitioner
- Child and Young Person Nurses
- Health Visitors

14. CRITERIA FOR SUCCESS

14.1 The effective implementation of the policy will be demonstrated by:

- Effective delivery of the Graduated Approach - data, pupil voice, book looks, staff voice, parents voice
- Positive parental involvement
- Communication between SENCO, teaching and support staff leading to positive outcomes for SEND pupils
- Early identification and assessment of pupils with SEND
- Accurate record keeping for all pupils with SEND
- Well defined and realistic provision
- Creating a school atmosphere in which individual differences are recognised, valued and celebrated

15. EVALUATION AND REVIEW

15.1 The effectiveness of SEN support will be monitored throughout the school year as part of the Monitoring and Evaluation process.

The policy will be reviewed on a bi-annual basis by the SENCOs in conjunction with the Governors