



# Special Educational Needs & Disabilities (SEND) Policy

This policy was reviewed in November 2025. It was agreed by the Governing body in November 2025 and will be reviewed in November 2026.

# **Robert Shaw Primary & Nursery School**

## **Policy for SEND and Inclusion 2025**

### **SEND vision:**

Our vision is to develop powerful learners with SEND, who will achieve ambitious personalised goals through quality first teaching or graduated approach.

### **Compliance**

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (January 2015) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE Feb 2013
- SEND Code of Practice 0 – 25 (January 2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions (December 2015)
- The National Curriculum in England: framework for Key Stage 1 and 2 (2014)
- Curriculum guidance for EYFS
- Safeguarding Policy
- Accessibility Plan
- Teacher Standards 2012

### **Aims**

At Robert Shaw Primary & Nursery school, we seek to develop the full potential of every pupil in school. We aim to break down any barriers to learning through motivation and the fostering of high self-esteem, enabling all pupils to succeed by paying attention to these specific areas:

- identifying, at an early age, pupils who need extra help and attention
- enabling each pupil to participate in, and contribute to, school life
- ensuring we meet the needs of every individual child
- creating a secure, safe and happy environment which allows all children to learn effectively
- providing for children's specific needs through whole class, small group and 1:1 teaching
- providing full access to the curriculum for all learners through using a variety of teaching strategies
- monitoring those with SEND by regular review and assessment, to enable us to recognise, celebrate and record achievement
- working with parents and external agencies to provide support for those children with SEND
- including the voice of the child in monitoring and reviewing their own progress.
- providing support and advice for all staff working with special educational needs pupils

## **Roles and responsibilities:**

### **SENDCO Team**

- Mrs Manjunath – Lead SENDCO (Completed National award in SEND Coordination 2014/15)
- Faith-Rose Chattaika - SEND Governor

### **You can contact the SENDCo team via:**

Telephone: 01159155765 (main reception)  
Email: [senco@robertshaw.nottingham.sch.uk](mailto:senco@robertshaw.nottingham.sch.uk) or  
[Seeja.manjunath@robertshaw.nottingham.sch.uk](mailto:Seeja.manjunath@robertshaw.nottingham.sch.uk)

### **The Governing body ensures, in line with its statutory duty, that;**

- SENDCO is provided with leadership and management time in order to undertake their duties effectively.
- The SENDCO is responsible for the day-to-day operation of the school's SEND policy. In order to undertake this, the SENDCO will liaise with other teachers in the school and are responsible for co-ordinating the planning of additional and different support provided for pupils with SEND.
- The SENDCO is also responsible for liaising with relevant external agencies and for contributing to the in-service training of staff.

### **The SENDCO will be responsible for;**

- Overseeing the day-to-day operation of the school's SEND policy
- Liaising with and advising fellow teachers and TA's.
- Coordinating provision for pupils with special educational needs
- Overseeing the records on all pupils with special educational needs, ensuring Personal Provision Maps (PPMs) and personal profiles of children are up to date.
- Monitoring provision and tracking interventions
- Liaising with parents of pupils with special educational needs
- Contributing to the in-service training of staff
- Liaising with external agencies including the LEA's support and educational psychology services, health and social services and voluntary bodies.
- Co-ordinate reviews of children with SEND
- Manages the school based SEND assessment and documents required by outside agencies.
- Maintain and review teaching materials
- The SENDCO will act in an advisory or supportive role to other members of staff, particularly in terms of helping staff to establish appropriate pedagogic practice to support pupils with SEND.

### **The Governing body:**

The Governing body will:

- Ensure the school has regard to the SEND Code of Practice when carrying out its duties toward all pupils with SEND.
- With the HT and SENDCO, determine the school's general policy and approach to provision for all pupils, establish appropriate staffing and funding arrangements.
- Report to parents annually on the school's policy on SEND
- Ensure that necessary provision is made for any pupil who has SEND

- Every school must appoint a ‘responsible person’ for SEND. In this school we have SEND leader who is responsible for whole school SEND (Foundation/KS1 and KS2)
- The SENDCO leader will make sure that the needs of all pupils with SEND are known to all who are likely to teach and come into contact with them.
- Ensure that teachers in the school are aware of the importance of identifying and providing for pupils with SEND and that the teachers are supported to deliver the support identified in the school SEND policy.
- The SEND policy is regularly evaluated for its effectiveness in bringing about improvements for all pupils with SEND.
- Ensure that learning targets for individual pupils with SEND are identified; and additional or different provision from the differentiated curriculum is offered for these pupils
- Ensure these interventions are planned, delivered, recorded and provision is evaluated to guarantee its positive impact on outcomes for pupils with SEND.
- Ensure that a pupil with SEND is included in school activities with pupils who have no identified needs and are a part of the community of Robert Shaw Primary and Nursery School.
- Ensure the efficient use of resources for the education of children in the school.
- Ensure that the behaviour and attendance policy do not disadvantage students with SEND

**Class teachers are responsible for:**

- Providing high quality teaching for all children
- Assessing pupil’s needs and planning appropriate adjustments, interventions and support to match the outcomes identified for the pupil (in liaison with the SENDCO, parents and pupil.)
- Regularly reviewing the impact of these adjustments, interventions and support, including pupils with SEND in the classroom, through providing an appropriately differentiated curriculum.
- Retaining responsibility for the child, including working with the child on a regular basis.
- Making themselves aware of the school’s SEND policy and procedures for identification, monitoring and supporting pupils with SEND.
- Directly liaising with parents of children with SEND.

**Teaching Assistants should:**

- Be fully aware of the school’s SEND policy and the procedures for identifying, assessing and making provision for pupils with SEND.
- Use the school’s procedure for giving feedback to teachers about pupils’ progress.
- Work as part of a team with the SENDCO and the teachers, supporting pupils’ individual needs and ensuring inclusion of pupils with SEND within the class. They play an important role in monitoring progress.

The SENDCOs will support the Head teacher to monitor the effectiveness of the learning and integration of pupils with SEND.

## **Admission arrangements**

Admission's arrangements are in accordance with national legislation, including the Equality Act 2010. This includes children with SEND needs and Education Health and Care Plans. Please see the school Admissions policy.

## **Types of SEN**

SEND is divided into 4 types:

- **Communication and Interaction** - this includes children with speech and language delay, impairments or disorders, specific learning difficulties such as dyslexia, dyscalculia, dysgraphia and dyspraxia, hearing impairment, and those who demonstrate features within the autistic spectrum.
- **Cognition and Learning** - this includes children who demonstrate features of moderate, severe or profound learning difficulties or specific learning difficulties such as dyslexia, dyscalculia, dysgraphia or dyspraxia.
- **Social, mental and Emotional Health** - this includes children who may be withdrawn or isolated, disruptive or disturbing, hyperactive or lack concentration.
- **Sensory and/or Physical Needs** - this includes children with sensory, multisensory and physical difficulties.

Identifying and assessing SEND for children or young people whose first language is not English requires particular care; difficulties related solely to limitations in English as an additional language are not SEND.

Behavioural difficulties do not necessarily mean that a child or young person has a SEND and should not automatically lead to a pupil being registered as such.

Slow progress and low attainment do not necessarily mean that a child has SEND and should not automatically lead to a pupil being recorded as having SEND.

## **Disability**

Many children and young people who have SEND may also have a disability as defined by the Equality Act 2010 as '...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities'. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. 'Long-term' is defined as 'a year or more' and 'substantial' is defined as 'more than minor or trivial'.

Children and young people with such conditions do not necessarily have SEND, but where a disabled child or young person requires additional educational provision they will also be covered by the SEND definition.

We will make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children and young people are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children and young people might require and what adjustments might need to be made to prevent that disadvantage.

## **Supporting pupils at school with medical conditions**

The school recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and

physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010. Some may also have special educational needs and disability (SEND) and may have a statement, or Education, Health and Care Plan (EHCP) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

### **Identification, assessment and review**

The Code of Practice emphasises a graduated response to pupils' needs, recognising that there is a continuum of need matched by a continuum of support. This response is seen as action that is **additional to** or **different from** the provision made as part of the school's usual differentiated curriculum. The graduated response should take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and of what supports the pupil in making good progress and securing good outcomes.

Teachers are responsible and accountable for the progress and development of the 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 SEND.

At Robert Shaw we assess each child's skills and levels of attainment on entry. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, the views and experience of parents, the pupil's own views and, if relevant, advice from external support services. These professionals should liaise with the school to help inform the assessments.

The following assessment tools are used:

- Teacher observation
- Baseline assessments
- Standard assessments (year 2 and year 6)
- Progress against National Curriculum descriptors
- Pre-Key Stage Standards Key Stage 1 and 2/ P Levels 1-4 (B Squared)
- Engagement model
- Provision mapping

Class teachers make regular assessments of progress for all pupils. These should identify pupils making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

- is significantly slower than that of their peers starting from the same baseline
- fails to match or better the child's previous rate of progress
- fails to close the attainment gap between the child and their peers
- widens the attainment gap

In some cases, outside professionals from health or social services may already be involved with the child. These professionals should liaise with the school to help inform the assessments.

Where concern is expressed that a pupil may have a special educational need, the class teacher takes early action to assess and address the difficulties, liaising with both parents and school SENDCO. Reviews of pupils on the SEND register take place three times a year. For pupils with Education, Health & Care plans (formerly

Statements), an annual review meeting has to be held in addition to this. Provision maps are used to record additional provision for pupils on the SEND register.

Where it is decided to provide a pupil with SEND support, the parents must be formally notified. The teacher and the SENDCO should agree, in consultation with the parent and the pupil, the adjustments, interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review. The support and intervention provided should be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness, and should be provided by staff with sufficient skills and knowledge. Where appropriate, plans should seek parental involvement to reinforce or contribute to progress at home. All teachers and support staff who work with the pupil should be made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This should also be recorded on the school's information system. The school uses Arbor to keep a register of pupils with SEND. Information about the identification, assessment and provision for each pupil is monitored by class teachers and the SENDCO.

The class teacher should remain responsible for working with the child on a daily basis. Where the interventions involve group or one-to-one teaching away from the main class or subject teacher, they should still retain responsibility for the pupil. They should work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching. The SENDCO should support the class teacher in problem solving and advising on the effective implementation of support.

The effectiveness of the support and interventions and their impact on the pupil's progress should be reviewed in line with the agreed date. The impact and quality of the support and interventions should be evaluated, along with the views of the pupil and their parents. This should feed back into the analysis of the pupil's needs. The class teacher, working with the SENDCO, should revise the support in light of the pupil's progress and development, deciding on any changes to the support and outcomes in consultation with the parent and pupil.

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the child or young person has not made expected progress, the school or parents should consider requesting an Education, Health and Care needs assessment. Where a pupil has an Education and Health Care plan, the local authority, in cooperation with the school, must review that plan as a minimum every twelve months

### **Supporting children with SEND who are self-isolating (due to COVID)**

Dependent upon the level of need, bespoke learning packs will be sent home for our children with HLN and EHCP's in order to meet their individual targets. Support will be given via telephone calls, Dojo, Showbie, and Microsoft Teams by their class teacher and key worker. (For further information please see our Remote Learning Policy).

## **Referral for an Educational, Health and care plan (EHCP)**

If a child has significant or lifelong difficulties the school or parent may request then to undergo a statutory assessment process. This is a multi-agency approach which assess need, plans provision and resources are identified to support the child.

The application for an EHCP will combine information from several sources including:

- Parents
- Teachers
- SENDCO
- Social Care
- Health professionals
- Educational psychologist
- LA agencies

Information is gathered through Stage 1 and Stage 2 of the EHCP application process about the child's needs, current provision, actions and outcomes. A decision will be made by the LA about whether the child is eligible for an EHCP plan.

Once the EHCP has been completed and agreed it will be kept as a part of the pupil's formal record and it will be reviewed at least annually by staff, parents and the pupil. The provision will be reviewed and any changes can be put in place. If unsuccessful parents have the right to appeal against the decision.

For further information about EHC plans please see the SEND Local Offer

<https://www.asklion.co.uk/kb5/nottingham/directory/localoffer.page?directorychannel=7>

## **Evaluating the success of provision**

A child's progress is continuously monitored by their class teacher; this is reviewed half termly in reading, writing and maths. Targeted support is allocated for those children who are not making expected progress.

If a child has been identified as having additional SEND needs the class teacher will create an individual or class provision map to track the extra provision put in place to support that child. These maps are reviewed half termly in line with the children progress. This information is shared by the class teacher to the Head Teacher or Deputy Head in termly pupil progress meetings.

In addition to the above progress of children with an EHCP will also be reviewed at an annual review meeting with all adults/professionals involved with the child's education. Attainment and progress is monitor by the Head Teacher, Deputy Head, SENDCO and other members of the senior leadership team through regular book scrutiny, through lesson observations and via learning walks to ensure that the needs of all children are being met.

## **Criteria for exiting the SEND register/record**

If it is felt that children are making progress which is sustainable then they may be taken off of the SEND register. If this is the case then the views of the teacher,

SENDCO, pupil and parents need to be taken into account, as well as that of any other professionals involved with the child. If it is agreed by all to take the pupil off of the SEND register then all records will be kept until the pupil leaves the school (and passed on to the next setting). The pupil will be continued to be monitored through the schools monitoring procedures, such as pupil progress meetings. If it is felt that the pupil requires additional assistance then the procedures set out in this policy will be followed.

### **Allocation of resources for pupils with SEND**

All children on the SEND register will have access to element 1 and 2 of the school budget. Some children with more complex needs may receive additional funding which is retained by the local authority called Higher Learning needs (HLN) funding. The SENDCO will submit an individual application to a multi-agency panel; the Local Authority will then determine whether the child's needs meet the threshold for funding.

It is sometimes appropriate to apply for specialised equipment for specific children such as laptops, iPads, special chairs, medical equipment etc. Some SEND children also receive funding linked to Pupil Premium funding and free school meals.

When budgeting for SEND the Head Teacher, Governing Body and SENDCO consider;

Staffing- Teachers/TAs/Health care assistants

Specific resources to meet the needs of all SEND.

### **Transition**

For pupils joining Robert Shaw, information is collected when pupils are admitted to school. This is achieved by:

- Talking to parents/carers about their child's needs.
- Liaising with other professionals who may be working with the child.
- Arranging a meeting with the SENDCO of the previous school if appropriate.

Class teachers and the SENDCO will be fully informed if there is any information regarding a pupil with a special educational need and/or disability.

Where pupils leave Robert Shaw for another school/setting, our SENDCO

will contact the new school's SENDCO and ensure they know about any special arrangements or support that need to be made. All relevant records will be passed on to the new school, and where possible, a planning meeting will take place with the SENDCO from the new school to develop a transition programme appropriate to the pupil's needs.

When moving classes in school, class teachers will have detailed discussions as pupils move from class to class and transition records will be updated and passed on. Transition booklets and extra visits to their new class familiarise pupils with their new class and new teachers before transition takes place.

### **Facilities for pupils with SEND**

Robert Shaw is a two storey building with a separate purpose built EYFS unit which houses the nursery and Reception classes.

The ground floor of the main school and the whole of the EYFS unit are fully accessible, via ramps leading up to entrances where necessary. There is a purpose built disabled toilet with shower facilities in the centre of the school building, with separate disabled toilets both on the ground floor of the main building and within the EYFS unit. An accessibility plan is in place and is reviewed annually.

### **Inclusion of pupils with SEND**

The school curriculum is reviewed regularly to ensure that it is inclusive for all pupils. We seek advice regarding individual pupils where appropriate from external agencies and make adaptations and put in place provision for these children.

We believe that all children have the right to access all activities (see Equal Opportunities Policy). All children with SEND are encouraged to join extra-curricular activities. Appropriate risk assessments and provision are put in place to enable all to take part. This could involve extra staffing, adaptations to the activity and providing specialised equipment etc. External providers for after school clubs are where necessary made aware of the needs of the children and additional support is given for those children with SEND needs.

Off-site visits are carefully planned with parents and staff which is undertaken well in advance. Risk assessments are completed and specialised provision is put in place. Outside providers where appropriate are informed of the children's needs to ensure the child can access the activity fully. However, if the health and safety risks of the visit are deemed too high then we will ask parents if they wish to accompany the child to alternative activities within school will be provided.

### **In service training (CPD)**

The SENDCOs have completed the National Award in SEND Coordination and regularly attend Transform SENDCO Network meetings to ensure that they are up to date with the latest developments in SEND provision and legislation.

We aim to keep all school staff up to date with relevant training and developments in teaching practice to support the needs of children with special educational needs. Training is disseminated to; teaching staff, teaching assistants, midday supervisors, carers and non-teaching staff. Staff have regular update training from the SENDCO through designated staff meetings.

Training is as follows:

- Positive handling training
- Diabetes, EpiPen, epilepsy training
- Training from external agencies; e.g Autism Awareness training
- In-house training from SENDCO; updates on relevant policies/provision mapping/HLN funding
- Transform trust training

We acknowledge that it is essential to train all staff on SEND issues. The Head, Deputy Head, Lead TA and SENDCO ensure that training opportunities are matched to the school improvement priorities and meet the needs of the current SEND cohort.

## **Links to support services**

The school builds strong working links with many external agencies in order to support children with SEND needs.

The following agencies are involved as and when required:

- School health
- Speech and Language Therapy (SALT)
- Pediatrician
- Child Adolescent Mental Health (CAMHS)
- Autism team
- Behaviour support team
- Educational Psychologist
- Inclusive Education Services
- Sensory team
- Occupational Therapy
- Health Visitor Team

These services can be accessed through a referral from class teachers, parents and SENDCO.

## **Working in Partnership with Parents**

We at Robert Shaw believe that a close working relationship with parents is essential. Parents contact school by;

- Speaking with the class teacher when picking up/dropping off
- Arranging an appointment in person/over the phone with class teacher/SENDCO.

Parents are kept up to date via;

- Home/school diaries (for specific children)
- Parents evening
- Annual school report
- Review meeting with SENDCO/multi-agency meetings
- Family support worker (for specific children)
- Open door policy
- Provision maps
- Formal annual review for HLN funded children
- Information sharing - daily conversations/phone calls/emails/Class Dojo
- Class Dojo

If a child is identified as having additional SEND needs; parents and where appropriate pupils will always be consulted with regards to future targets/provision. Parents and carers are always fully informed of any updates or changes to their child's provision.

## **Complaints Procedure**

If a parent/carer has any concerns regarding the education, care or welfare of their child the first point of contact is the class teacher or SENDCO. They will try and resolve any issues you may have.

If a resolution is not found a meeting with the Head Teacher can be arranged.

Formal complaints should be addressed to the Head Teacher.

For further information see Complaints Policy.

