



IMBERHORNE SCHOOL

Policy Document



The Cornerstones of our Learning Community

Headteacher: Mr Lee Walker

SEND Information Report	
Date of review:	January 2024
Prepared by:	Ceri Price
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Policy based on:	Model report from The Key
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The aim of this information report is to explain how we implement our SEND policy. In other words, we want to show you how SEND support works in our school.

You can find out more about our arrangements for SEND by reading our SEND policy which is on our website.

Note: If there are any terms we've used in this information report that you're unsure of, you can look them up in the Glossary at the end of the report.

1. What types of SEND does the school provide for?

Our school provides for pupils with the following needs:

AREA OF NEED	CONDITION
Communication and interaction	Autism spectrum disorder
	Speech and language difficulties
Cognition and learning	Specific learning difficulties, including dyslexia, dyspraxia, dyscalculia
	Moderate learning difficulties
	Severe learning difficulties
Social, emotional and mental health	Attention deficit hyperactive disorder (ADHD)
	Attention deficit disorder (ADD)
Sensory and/or physical	Hearing impairments
	Visual impairment
	Multi-sensory impairment
	Physical impairment

2. Which staff will support my child, and what training have they had?

Our special educational needs co-ordinator, or SENDCO

Our SENDCO is Ceri Price and this is her second year in post. She has worked at the school as a Science teacher for 7 years progressing to KS3 science practitioner and then held responsibility in the school for vulnerable students. Our SENDCO has developed strong collaborative links with our primary schools and federation partners. Our literacy intervention teachers have backgrounds in maths, English and languages teaching. Our LSAs undertake regular training in a wide range of special education needs areas.

Assistant SENDCOs

Our Assistant SENDCO at Lower School has 7 years' experience as an LSA including the position of Lead LSA for our Lower School site. Louise is completing her teacher training and has experience as a Literacy Support teacher and a maths teacher.

Our assistant SENDCO at Upper School has 6 years' experience working across the Special Educational Needs sector. Lucy has previously held the position of LSA to Lead LSA at Upper school and at another local special needs school, Young Epilepsy. Lucy is trained in various aspects of her role across a wide range of special educational needs and is embarking on her teacher training. Lucy is a mental health ambassador for Imberhorne school.

Classroom teachers

All of our teachers receive in-house SEND training, and are supported by the SENDCO to meet the needs of pupils who have SEND. They all have access to the inclusion register which has details for individual students as well as suggested strategies for use in the classroom.

Learning Support Assistants (LSAs)

We have a team of LSAs and HLTAs who are trained to deliver LS support to our SEND students whilst attending their timetabled classes and access their curriculum.

External agencies and experts

Sometimes we need extra help to offer our pupils the support that they need. Whenever necessary we will work with external support services to meet the needs of our pupils with SEND and to support their families. These include:

- > Speech and language therapists
- > Educational psychologists
- > Occupational therapists
- > GPs or paediatricians
- > School nurses
- > Child and adolescent mental health services (CAMHS)
- > Education welfare officers
- > Social services and other LA-provided support services
- > Voluntary sector organisations

3. What should I do if I think my child has SEND?

Tell us about your concerns

We will invite you to a meeting to discuss them

We will decide whether your child needs SEN support

If you think your child might have SEND, the first person you should tell is your child's teacher. Please contact them via email. Details for all staff are on the website. They will pass the message on to our SEND team, who will be in touch to discuss your concerns. You can also contact the SENDCO directly. cprice@imberhorne.co.uk

We will meet with you to discuss your concerns and try to get a better understanding of what your child's strengths and difficulties are. Together we will decide what outcomes to seek for your child and agree on next steps. We will make a note of what's been discussed and add this to your child's record. We will inform any staff that need to be aware.

If we decide that your child needs support, let you know and your child will be added to the school's SEND register. All staff will be made aware as well.

4. How will the school know if my child needs SEND support?

All our class teachers are aware of SEND and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially. This might include reading testing and any in class assessments. If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will give the pupil the materials they need to try to fill it. Pupils who don't have SEND usually make progress quickly once the gap in their learning has been filled. If the pupil is still struggling to make the expected progress, the teacher will talk to the SENDCO, and will contact you to discuss the possibility that your child has SEND. The SEND team will have discussions with your child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare your child's progress and development with their peers and available national data. The SENDCO will ask for your opinion and speak to your child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician. Based on all of this information, the SENDCO will decide whether your child needs SEND support. If your child does need SEND support, their name will be added to the school's SEND register, and the team will make sure that all staff are aware of any changes that may need to be made.

5. How will the school measure my child's progress?

We will follow the 'graduated approach' to meeting your child's SEND needs. The graduated approach is a 4-part cycle of **assess, plan, do, review**.



As a part of the planning stage of the graduated approach, we will set outcomes that we want to see your child achieve.

Whenever we run an intervention with your child, we will assess them before the intervention begins. This is known as a 'baseline assessment'. We do this so we can see how much impact the intervention has on your child's progress.

We will track your child's progress towards the outcomes we set over time and improve our offer as we learn what your child responds to best.

This process will be continual. If the review shows a pupil has made progress, they may no longer need the additional provision made through SEND support. For others, the cycle will continue and the school's targets, strategies and provisions will be revisited and refined.

6. How will I be involved in decisions made about my child's education?

If your child has an EHCP, you will be invited to attend 3 meetings a year.

We know that you're the expert when it comes to your child's needs and aspirations. So we want to make sure you have a full understanding of how we're trying to meet your child's needs, so that you can provide insight into what you think would work best for your child.

We also want to hear from you as much as possible so that we can build a better picture of how the SEND support we are providing is impacting your child outside of school.

If your child's needs or aspirations change at any time, please let us know right away so we can keep our provision as relevant as possible.

After any discussion we will make a record of any outcomes, actions and support that have been agreed. This record will be shared with all relevant staff, and you will be given a copy.

If you have concerns that arise between these meetings, please contact your child's class teacher or form tutor.

7. How will my child be involved in decisions made about their education?

The level of involvement will depend on your child's age, and level of competence. We recognise that no 2 children are the same, so we will decide on a case-by-case basis, with your input.

We may seek your child's views by asking them to:

- Attend meetings to discuss their progress and outcomes.
- Prepare a presentation, written statement, video, drawing, etc.
- Discuss their views with a member of staff who can act as a representative during the meeting.
- Complete a survey.

8. How will the school adapt its teaching for my child?

Your child's teachers are responsible and accountable for the progress and development of all the pupils in their class.

High-quality teaching is our first step in responding to your child's needs. We will make sure that your child has access to a broad and balanced curriculum in every year they are at our school.

We will differentiate (or adapt) how we teach to suit the way the pupil works best. There is no '1 size fits all' approach to adapting the curriculum, we work on a case-by case basis to make sure the adaptations we make are meaningful to your child.

These adaptations include:

- Differentiating our curriculum to make sure all pupils are able to access it, for example, by grouping, 1-to-1 work, adapting the teaching style or content of the lesson, etc.
- Differentiating our teaching, for example, giving longer processing times, pre-teaching of key vocabulary, reading instructions aloud, etc.
- Adapting our resources and staffing
- Using recommended aids, such as laptops, coloured overlays, visual timetables, larger font, etc.

- Learning Support Assistants may support some pupils on a 1-to-1 basis when they have an EHCP
- Learning Support Assistants may support pupils in small groups when delivering interventions such as literacy support.

We may also provide the following interventions:

AREA OF NEED	CONDITION	HOW WE SUPPORT THESE PUPILS
Communication and interaction	Autism spectrum disorder	Visual timetables Social stories Adjustments in class and availability of the hub. Autism awareness assemblies Brain breaks and timeouts.
	Speech and language difficulties	Glossaries in topics Word maps Sensitive seating plans Dictaphone Reader pens
Cognition and learning	Specific learning difficulties, including dyslexia, dyspraxia and dyscalculia	Writing frames Overlearning in the Hub Literacy support lessons Vocabulary support in class Smaller classes in maths.
	Moderate learning difficulties	Extra support in classes Differentiated work sheets
	Severe learning difficulties	LSA support in class
Social, emotional and mental health	ADHD, ADD	Quiet workstation in the hub when necessary Fidget breaks – walking outside of the classroom for 5 minutes Having a fidget toy/object in lessons.
	Adverse childhood experiences and/or mental health issues	Learning Mentors
Sensory and/or physical	Hearing impairment	Ensuring the student is sat near the front of the class
	Visual impairment	Limited classroom displays Sensitive seating

	Multi-sensory impairment	Ensuring the teachers sit them close to the front, so they can hear and see the board and the teacher. Sensory space Self-regulatory toys.
	Physical impairment	Ensuring the student can access all learning they can working alongside their impairment.

These interventions are part of our contribution to West Sussex's local offer. Please find below a link to our Accessibility Plan

<http://www.imberhorne.co.uk/sites/default/files/Accessibility%20Plan.pdf>

9. How will the school evaluate whether the support in place is helping my child?

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals
- Using pupil questionnaires
- Monitoring by the SENDCO
- Using provision maps to measure progress
- Holding an annual review (if they have an education, health and care (EHC) plan)

10. How will the school resources be secured for my child?

It may be that your child's needs mean we need to secure:

- Extra equipment or facilities
- More teaching assistant hours
- Further training for our staff
- External specialist expertise

If that's the case, we will consult with external agencies to get recommendations on what will best help your child access their learning.

The school will cover up to £6,000 of any necessary costs. If funding is needed beyond this, we will seek it from our local authority.

11. How will the school make sure my child is included in activities alongside pupils who don't have SEND?

All of our extra-curricular activities and school visits are available to all our pupils, including our before and after-school clubs.

All pupils are encouraged to go on our school trips, including our residential trips.

All pupils are encouraged to take part in sports day/school plays/special workshops.

No pupil is ever excluded from taking part in these activities because of their SEN or disability and we will always endeavour to make whatever reasonable adjustments are needed to make sure that they can be included.

12. How will the school support my child's mental health and emotional and social development?

We provide support for pupils to progress in their emotional and social development in the following ways:

- Pupils with SEND are encouraged to be part of the school council.

- We provide extra pastoral support for listening to the views of pupils with SEND by using both our LSA team and the pastoral support assistants.
- We have a safe space for pupils who need extra support with social or emotional development. They are able to access this space during break and lunch time.
- We have a 'zero tolerance' approach to bullying.

13. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?

Between years

To help pupils with SEND be prepared for a new school year we:

- Make sure that all relevant information is kept up to date and shared with the new teachers at the start of the academic year.

Between schools

When your child is moving on from our school, we will ask you and your child what information you want us to share with the new setting.

Between Phases

The SENDCO of the primary school meets with our SENDCO to discuss the needs of the incoming pupils near the end of the summer term.

We arrange meetings with the parents of incoming pupils to discuss how we can best welcome their child into our community.

We organise extra transition visits for those students who may need a bit of extra support.

Onto Adulthood

We provide all our pupils with appropriate advice on paths into work or further education.

We work with the pupil to help them achieve their ambitions, which can include goals in higher education, employment, independent living and participation in society.

14. What support is in place for looked-after and previously looked-after children with SEND?

Our SENDCO is the designated teacher for Looked-after children and will make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEND might interact, and what the implications are for teaching and learning.

Children who are looked-after or previously looked-after will be supported much in the same way as any other child who has SEND. However, looked-after pupils will also have a personal education plan (PEP). We will make sure that the PEP and any SEND support plans or EHC plans are consistent and complement one another.

15. What should I do if I have a complaint about my child's SEND support?

Complaints about SEND provision in our school should be made to the SENDCO in the first instance. They will then be referred to the school's complaints policy.

If you are not satisfied with the school's response, you can escalate the complaint. In some circumstances, this right also applies to the pupil themselves.

To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEND Code of Practice](#).

If you feel that our school discriminated against your child because of their SEND, you have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit:

<https://www.gov.uk/complainabout-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

- Admission
- Exclusion
- Provision of education and associated services

› Making reasonable adjustments, including the provision of auxiliary aids and services
Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal.
Please find below a link to our complaints procedure

<https://www.imberhorne.co.uk/sites/default/files/Complaints%20policy%20-%20May%202023.pdf>

16. What support is available for me and my family?

If you have questions about SEND, or are struggling to cope, please get in touch to let us know. We want to support you, your child and your family.

To see more clearly what services are available in the local area and how to access them, please refer to the Local Offer. West Sussex's Local Offer is available from the website <https://westsussex.local-offer.org>

The West Sussex SEND Information, Advice and Support Service provides impartial information, advice and support to parents and carers of children who have special educational needs and/or disabilities. The website is https://westsussex.localoffer.org/information_pages/423-information-advice-and-support-service-sendiashomepage

The charity Reaching Families provide a comprehensive guide to support services in West Sussex. The website is <https://www.reachingfamilies.org.uk/>

National charities that offer information and support to families of children with SEND are:

- › [IPSEA](#)
- › [SEND family support](#)
- › [NSPCC](#)
- › [Family Action](#)
- › [Special Needs Jungle](#)

17. Glossary

- › **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams.
- › **Annual review** – an annual meeting to review the provision in a pupil's EHC plan.
- › **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or sensory; and social, emotional and mental health needs.
- › **CAMHS** – child and adolescent mental health services
- › **Differentiation** – when teachers adapt how they teach in response to a pupil's needs.
- › **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- › **EHC plan** – an education, health and care plan is a legally-binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- › **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND.
- › **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil.
- › **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind.
- › **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area.
- › **Outcome** – target for improvement for pupils with SEND. These targets don't necessarily have to be related to academic attainment.
- › **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child's disability.

- **SENDCO** – the special educational needs co-ordinator
- **SEN** – special educational needs
- **SEND** – special educational needs and disabilities.
- **SEND Code of Practice** – the statutory guidance that schools must follow to support children with SEND.
- **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND.
- **SEND support** – special educational provision which meets the needs of pupils with SEND
- **Transition** – when a pupil moves between years, phases, schools or institutions or life stages.