



Be Well Learn Well Live Well
Offwell C of E Primary School
Maintained C of E (VC) Primary

Special Educational Needs & Disabilities (SEND) Policy

2026 - 2029

Context

Parents/carers, staff and pupils have been offered opportunities to develop our policy, which pays due regard to:

- The SEND Code of Practice: 0 to 25 years (2015)
- Part 3 of the Children and Families Act 2014 and associated regulations.
- The Equality Act 2010

Governor responsible for SEND:	Janet Dimond
Headteachers:	Lorna Legg Chris Thomas
Special Educational Needs Co-ordinator (SENDCO):	Helen Sutton
SENDCo Qualifications:	NASENDCo Qualification completed July 2024
Contact details:	head@Offwell-primary.devon.sch.uk hsutton@Offwell-primary.devon.sch.uk jdimond@Offwell-primary.devon.sch.uk
This policy will be reviewed every three years	
SEND Policy Review: 2026	SEND Governor reviewed: 2026
Other key school policies/plans relevant to the SEND policy	Safeguarding and Child Protection Behaviour and Anti-Bullying Children with Medical Needs Data Protection Policy Accessibility Plan/Strategy Pupil Premium Plan School Admissions Schools Complaints procedures Health and Safety Relationships and Sex Education Teacher's Standards 2012 Equality Policy and statement

Special Educational Needs and Disability Policy

This Policy seeks to promote the successful inclusion of pupils with Special Educational Needs and Disabilities (SEND) at Offwell C of E Primary School.

Rationale:

At Offwell School we are committed to offering an inclusive curriculum to ensure the best possible progress for all of our pupils whatever their needs or abilities. All children are of equal value and deserve access to resources and opportunities to develop their full potential. At our school we work in collaboration with families and external agencies where possible to ensure all pupils are given full opportunity to reach their potential and achieve success.

Special Educational Needs and Disability (SEND):

- *'A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.*
- *A child of compulsory school age or a 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 facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions'*

Special Education Needs and Disability Code of Practice: 0-25 years January 2015

[https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND Code of Practice January 2015.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/398815/SEND_Code_of_Practice_January_2015.pdf)

School Admissions

No pupil will be refused admission to Offwell School on the basis of their special educational need as long as the school can meet the needs of that child adequately. In line with the Equality Act 2010 we will not discriminate against disabled children in respect of admissions for a reason related to their disability. We will use our best endeavours to provide effective educational provision.

In order for consultations and adaptations to take place, Parents and Carers seeking the admission of a pupil with mobility difficulties are advised to approach the school as soon as possible. The school's Accessibility Plan/Strategy is available on request or from the school website.

<https://www.gov.uk/guidance/equality-act-2010-guidance>

SEND Information Report

Schools have a duty to publish SEN information annually so that parents/carers can see what support a school provides for its pupils. This will be accessible on the school's website. The SEND Information Report was updated in September 25. Further details on the SEND Information Report can be found in Appendix 1.

1. Aims and Objectives

Our aims are: that a pupil's individual special educational needs and disabilities are identified; that the provision made at Offwell School will enable them to make good progress and achieve their potential; and that all pupils are fully included in the school life and community.

Offwell School will have regard to the SEND Code of Practice 2015 when carrying out its duties towards all pupils with SEND and ensure that parents/carers are informed by the school that SEND provision is being made for their child and regularly consulted about their child's needs, provision and progress.

The specific objectives of our SEND policy are as follows:

- To identify students with SEND as early as possible and ensure that their needs are met. This will be done by gathering information from parents/carers, education and health and care services (if appropriate,) and early years settings prior to the child's entry into the school, or from the transferring school at any transition stage.
- To ensure the arrangements identified in individual health care plans* support pupils with medical conditions to gain access to all school activities. This will be achieved through consultation with health and social care professionals. * (A health care plan is not the same as an EHCP)
- To regularly monitor the progress and development of all pupils to aid the early identification and assessment of pupils with SEND.
- To make appropriate provision to overcome identified barriers to learning and to ensure pupils with SEND have full access to the National Curriculum. The responsibility for each child's access to curriculum rests with their class teacher. The overall provision will be co-ordinated by the SENDCo. The provision will be carefully monitored and regularly reviewed in order to ensure that individual targets are being met and identified needs are catered for, overseen by Janet Dimond, SEND Governor.
- To ensure that well-targeted professional development, including training, facilitates staff to achieve a high level of SEND expertise to meet a wide range of needs across the school.
- To promote effective partnership and communication with parents/carers, pupils, children's service and all other agencies ensuring that:
 - learners express their views and are fully involved in decisions which affect their education;

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- parents/carers are informed of their child's special needs, and work with them to gain a better understanding of their child, and involve them in all stages of their child's education, including supporting them in terms of understanding SEND procedures/practices and providing regular feedback on their child's progress;
 - there is co-operation and productive partnerships with the Local Authority and other external agencies, and there is a multi-professional approach to meeting the needs of all vulnerable learners;
 - the environment created meets the special educational needs of each child in order that they can achieve their learning potential and can be included in activities alongside their peers/pupils who do not have SEND.
- To have regard to additional guidance from Devon County Council (which could replace or supersede some of this guidance).
 - To recognise the importance of 'preparation for adulthood' right from the start, with careful consideration of transitions at each stage.

There may be times in a pupil's school career when they are identified as having a Special Educational Need. **These pupils will be provided with intervention and/or support that is 'additional to or different from' the normal differentiated curriculum.** This may be on an ongoing basis or for a limited time. Many pupils with sensory and/or physical disabilities may require adaptations, termed reasonable adjustments, under the Equality Act 2010. All maintained schools and teachers must make reasonable adjustments.

2. Areas of Special Educational Need

Under the SEND Code of Practice 2015 pupils identified as having a special educational need (SEN) will be considered within one or more of the following categories of need:

Cognition and Learning;

Children with learning needs may learn at a slower pace than other children and may have difficulty developing literacy or numeracy skills or understanding new concepts. Learning needs may be in addition to or as a result of other special educational needs.

Children with a specific learning difficulty (SpLD) will have difficulties related to one or more of dyslexia (reading and spelling), dyscalculia (maths), dyspraxia (co-ordination) and dysgraphia (writing). Please note that we are 'needs-led' rather than 'diagnosis-led'. Diagnoses of any learning difficulties will be obtained externally and can not be provided by the school. We will identify need and meet needs based on the observed needs in school. We will take into consideration any reports from external agencies including diagnoses.

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Learning difficulties cover a wide range of needs, including moderate learning difficulties (MLD), severe learning difficulties (SLD), where children are likely to need support in all areas of the curriculum and associated difficulties with mobility and communication, through to profound and multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment.

Cognition and Learning needs include:

- Specific learning difficulties (SpLD)
- Moderate learning difficulties (MLD)
- Severe learning difficulties (SLD), and
- Profound and multiple learning difficulties (PMLD)

Social, Emotional and Mental Health Difficulties

Children may experience a wide range of social and emotional difficulties which manifest themselves in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained.

Other children may have neurodiverse disorders such as attention deficit disorder, attention deficit hyperactive disorder, conduct disorder or attachment disorder.

Social, Emotional and Mental Health Difficulties include:

- ADD
- ADHD
- Attachment Disorder

At Offwell School, we understand behaviour in children as communication of an unmet need. *We always seek to address the underlying cause of the presenting behaviour.* This means a collaboration, where appropriate, of family and health colleagues to support the child's needs.

Communication and Interaction needs

Children with speech, language and communication needs (SLCN) have difficulty in communicating with others. This may be because they have difficulty saying what they want to, understanding what is being said to them or because they do not understand or use social rules of communication.

The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social commu-

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nication at different times of their lives. Children with autism are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others and their emotional wellbeing.

Communication and Interaction needs include:

- Speech, language and communication needs (SLCN)
- Autism (Autistic Spectrum Conditions)

Sensory and/or Physical needs

Some children require special educational provision, because they have a disability and this prevents or hinders them from making use of the educational facilities generally provided. This may require a health plan to be devised in conjunction with parents and health professionals, so that any health needs and support strategies are shared – also see section 8, Medical Needs (this is not the same as an Education Health Care Plan – see section 4 - although children with physical/sensory needs may also have an EHCP). These difficulties can be age related and may fluctuate over time.

Many children with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning. Children with an MSI have a combination of vision and hearing difficulties. Some children with a physical disability (PD) require additional ongoing support and equipment to access all the opportunities available to their peers.

Sensory and/or physical needs include:

- Visual impairment (VI)
- Hearing impairment (HI – including Deaf and hearing impairment)
- Multi-sensory impairment (MSI - sometimes referred to as Deafblindness)
- Physical disability (PD).

3. A Graduated Response to Special Educational Needs and/or Disabilities

Early Concerns

The progress made by all pupils is regularly monitored and reviewed by the school. Initially, any concerns raised by teachers, parents/carers or other agencies are addressed by appropriate differentiation within the classroom and a record is kept of any strategies or interventions that are used to support the pupil. This can then be reviewed in any further discussions if the concerns persist.

If a pupil, member of staff, parent or carer continues to raise concerns the class teacher will work with the school's Special Educational Needs Coordinator (SENDCo) to assess if the pupil has a special educational need and agree the appropriate support. Details of assessment tools and materials used in our School can be found in **Appendix 2**.

In some cases, it may be necessary to seek assessment by or advice from an external professional such as a specialist teacher or educational psychologist. This will always be discussed and agreed with the pupil's parents/carers.

When the school is considering whether a pupil has a special educational need, one or more of the concerns below may be observed:

- *Makes little or no progress even when teaching approaches are targeted particularly in a pupil's identified area of weakness;*
- *Shows signs of difficulty in developing literacy or mathematics skills which result in poor attainment in some curriculum areas;*
- *Persistent emotional or behavioural difficulties which are not resolved by appropriate behaviour management strategies;*
- *Has sensory or physical problems and continues to make little or no progress despite the provision of specialist equipment;*
- *Has communication and /or interaction difficulties and continues to make little or no progress despite the provision of an appropriate differentiated curriculum.*
- *Has emotional or behavioural difficulties which substantially and regularly interfere with the pupil's own learning or that of the class groups, despite having an individualised behaviour support programme;*
- *Has SEND or physical needs that require additional specialist equipment or regular advice or visits by a specialist service;*
- *Has a communication and/or an interaction difficulty that impedes the development of social relationships and causes a substantial barrier to learning.*

Where it is identified that a pupil does have Special Educational Needs and/or a Disability (SEND) the parents/carers will be formally advised. The school will take appropriate action to support learning and put effective special educational provision in place. This is termed **SEN support**.

SEN Support

The aim of formally identifying a pupil with SEND is to ensure that any action the school takes is an effective provision which seeks to meet the child's needs and remove the identified barriers to learning. The school will ensure any actions taken support the pupil to make good progress in their learning and achieve positive outcomes.

This is known as **the Graduated Approach (See Appendix 3)**:

***Assess**

***Plan**

***Do**

***Review**

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This is an ongoing cycle to enable the provision to be refined, revised and adjusted to enable greater understanding of the needs of the pupil as they develop. This cycle enables the identification of those interventions which are the most effective in supporting the pupil to achieve good progress and outcomes.

Assess

Assessment involves analysing the pupil's needs. Evidence will be gathered from:

- the class teacher's assessment and experience of working with the pupil,
- details of previous progress and attainment,
- comparisons with peers and national data,
- specific screening assessments, if appropriate, including the online 'needs indicator tool' from DCC.
- the views and experiences of pupils, parents and carers.

Where relevant, advice from external support services will also be considered. Any parental concerns will be noted and compared with the school's information and assessment data on how the pupil is progressing. This analysis will require a regular review to ensure that support and intervention is matched to need, that barriers to learning are clearly identified and being overcome and that the interventions being used are developing and evolving as required. Where external support staff are already involved, their work will help inform the assessment of need. If they are not involved they may be contacted, if this is felt to be appropriate, following discussion and agreement from parents.

Plan

Planning will involve consultation between the teacher, SENDCo and parents/carers to agree any adjustments, interventions and support that are required; the impact on progress, development and or behaviour that is expected and a clear date for review. The strategies and provision provided will be devised in consultation with the Ordinarily Available Targeted Support Framework (OATSF) from DCC. Parental involvement may be sought, where appropriate, to reinforce or contribute to the progress at home. All those working with the pupil, including support staff, will be informed of the pupil's individual needs, the support that is being provided, any particular teaching strategies/approaches that are being employed and the expected outcomes.

The agreed plan will be drawn up and shared with relevant staff and parents/carers. Clear targets and information will be stored on the plan. At Offwell School we call these plans MY PLANS (an example is in Appendix 3).

Do

The class teacher remains responsible for working with the child on a day-to-day basis. They will retain responsibility even where the interventions may involve group or one-to-one teaching away from the main class teacher. They will work closely with teaching assistants to plan and assess the impact of support and interventions and links with classroom teaching. The SENDCo will monitor the progress pupils with SEND make, and where required, provide further support and assessment

of the pupil's strengths and needs. The SENDCo will advise and support the class teacher to implement further additional support and guidance, where required.

Review

The review of a child's progress will be made regularly throughout the school year. The review process will evaluate the impact and quality of the support and interventions. It will also take account of the views of the pupil and where necessary their parents/carers. The class teacher, in conjunction with the SENDCo, will revise the support and outcomes based on the pupil's progress and development and make any necessary adjustments to move the pupil forward. This will be carried out in consultation with parents/carers and the pupil.

Further details of Devon's Graduated Approach can be found in Appendix 2. The two documents supporting this are the Ordinarily Available Inclusive Provision (OAIP) and Ordinarily Available Targeted Support Framework (OATSF).

4. Statutory Assessment of Education, Health and Care (EHC) needs

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the Special Educational Needs and/or Disabilities of the pupil, the child has not achieved the expected progress, the school or parents/carers should consider requesting an Education, Health and Care (EHC) needs assessment. The application for an Education, Health and Care Plan will combine information from a variety of sources including: Parents and Carers, Teachers, SENDCO, educational professionals, Children's Social Care and Health professionals. Much of this information will be evidence already collected by the school and will relate to the current provision provided, the actions the school has taken, and the preliminary outcomes of targets set. A decision will be made by the SEN 0-25 Team about whether or not the child is eligible for an EHC needs assessment.

Parents have the right to appeal against a decision not to initiate a statutory assessment. Information to support parents with this is via the Devon County Council website link:

Education, health and care plans (EHCPs) - SEND Local Offer

Where a pupil has an Education Health and Care Plan (EHCP), the Local Authority must review the EHCP every twelve months as a minimum. Schools have a duty to co-operate, therefore Offwell School will hold annual review meetings on the behalf of Devon Local Authority (LA) and complete the appropriate paperwork for this process.

For further SEND information parents/carers are also encouraged to visit the Devon County Council Local Offer website:

Devon's SEND Local Offer - help and support for children with SEND

As required in the SEND Code of Practice (2015) Devon has an independent support body for parents and their website address is:

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

5. SEND Funding

Schools receive a basic entitlement funding, sometimes referred to as Element 1, the AWPU (Average Weighted Pupil Unit). Schools are expected to meet the needs of **all** learners from this allocation.

Additional funding which comes into school for pupils with SEND is allocated according to various data contexts and other demographic factors. Pupils who are identified as having a Special Educational Need are supported using this additional funding – usually referred to as Element 2.

The high needs block funding for pupils who require a personalised arrangement (which is an Education, Health & Care Plan - EHCP) is allocated per pupil upon application by the school with evidence of rationale for need. The Local Authority make decisions about how much this top up funding will be per pupil. This is referred to as Element 3. Within this Element, there are descriptors which define the levels of funding allocated.

A full explanation of Devon SEND funding to schools can be found at:

Financial support for children and young people with SEND

At Offwell school, we review our SEND budget throughout the year and allocate our SEND funds carefully in order to support our SEND cohort. This is monitored by governors and through the use of the Devon SEND Funding Evaluation Tool.

Personal Budgets

Personal Budgets are only available to pupils with an Education, Health and Social Care Plan (EHCP) or pupils who are currently undergoing a needs assessment for an EHCP. Funding can be made available to parents/carers as a personal budget for them to commission their own provision for their child under certain conditions.

6. Responsible Persons

Provision for pupils with special educational needs is a matter for the school as a whole. In addition to the Governing Body, the Head Teacher, SENDCo and all members of staff have important role and responsibility to support pupils with SEND.

The Governing Body:

The Governing Body endeavours to follow the guidelines as laid down in the SEND Code of Practice (2015) to:

- use their best endeavours to make sure that a child with SEND gets the support they need – this means doing everything they can to meet children and young people’s Special Educational Needs
- ensure that children and young people with SEND engage in the activities of the school alongside pupils who do not have SEND
- designate a teacher to be responsible for co-ordinating SEND provision – the SEND co-ordinator, or SENDCO. This person must be a qualified teacher and must hold the National Award for SEN Coordination (if appointed after 2008).
- inform parents/carers when they are making special educational provision for a child
- prepare and publish an annual SEND information report and their arrangements for the admission of disabled children, the steps being taken to prevent disabled children from being treated less favourably than others, the facilities provided to enable access to the school for disabled children and their accessibility plan showing how they plan to improve access progressively over time

The Head Teacher is responsible for:

The day-to-day management of all aspects of the school’s work, including provision for educational needs.

- Keeping the Governing Body informed of all developments with regard to SEND.
- Informing parents of the fact that SEND provision has been made for their child.

The SENDCo role involves:

- Overseeing provision for children with SEND. (Special Educational Needs and/or Disabilities).
- Co-ordinating and evaluating provision, including interventions, for children with SEND.
- Liaising with, supporting advising and training teachers whenever necessary.
- Interpreting legal requirements for staff, parents and governors.
- Overseeing the records of all children with SEND and ensuring these are kept up to date.
- Liaising with parents/carers of children with SEND.
- Organising and delivering in-service training in order to meet the needs of staff.
- Liaising with external agencies including the LA’s support and educational psychology services, health and social services and voluntary bodies.
- Overseeing the Assess, Plan, Do Review (APDR) process for all SEND pupils.

Parents/carers of a child with SEND support will have the opportunity to meet with the SENDCo at least **two** times a year formally, as an additional part of Parents’ Evenings, or when best suits parents/carers. However, this can be more often; the SENDCo is happy to meet with parents/carers,

without prior arrangement, whenever possible. The SENDCo will offer to meet with parents in the summer term every year as part of this.

All Teaching and Non-Teaching Staff:

- All staff are aware of the school's SEND policy and the procedures for identifying, assessing and making provision for pupils with special educational needs.
- Class teachers are fully involved in providing high quality teaching, differentiated for individual pupils. This includes reviewing and, where necessary, improving, their understanding of strategies to identify and support vulnerable pupils.
- Class teachers are responsible for setting suitable learning challenges and facilitating effective special educational provision in response to pupils' diverse needs in order to remove potential barriers to learning.
- This process should include working with the SENDCo to carry out a clear analysis of the pupil's needs, utilising the teacher's assessment and experience of the pupil as well as previous progress and attainment.
- Teaching assistants will liaise with the class teacher and SENDCo on planning for learning, on the pupil's response, and on the progress being made so support staff can contribute effectively to the graduated response, (assess, plan, do, review).

7. Pupil Voice

At Offwell School we will always endeavor to ascertain pupils' views for reviews and planning. Wherever possible, these views will be recorded and embedded into planning and review documents. The child's voice will be collected at the start of the initiation of a My Plan using the 'child version' of the My Plan. Their voice will also be collected using 'talking mats' a method developed to include the use of visuals to elicit a conversation to be included in the My Plan to tailor support to their lived experience in school. In addition to this, Pupil Voice sessions will be held every summer by the SENDCo and SEND Governor.

8. Children with Medical Needs

Offwell School recognises that students with medical conditions should be supported so that they have full access to education, including school trips and physical education. Some students with medical conditions may be disabled and where this is the case the school/academy will comply with its duties under the Equality Act 2010.

Arrangements that are in place to support pupils with medical conditions can be found by accessing the school's ***Children with Medical Needs Policy for further details.***

Accessibility

The Disability Discrimination Act 1995 (DDA) as amended by the SEN and Disability Act 2001 and the Equality Act 2010, places a duty on all schools and Local Authorities to plan to increase over time the accessibility of schools for disabled pupils. For further information on the school's current

Accessibility Plan and Disability Policy please contact the SENDCo or see OFFWELL School's Accessibility Plan on the school website.

Children in Care:

When a child is in care, the carers are accorded the same rights and responsibilities as parents. The school has both an appointed member of staff and a governor for Looked after Children. The SENDCO will liaise closely with the designated member of staff where the pupil also has a SEN to ensure provision is appropriate.

9. Working in partnership with Parents and Carers

OFFWELL School will actively seek the involvement of parents/carers in the education of their children. It is recognised that it is particularly important with pupils who have special educational needs and/or disabilities where the support and encouragement of parents is often the crucial factor in achieving success.

Parents will always be kept up to date about the Special Educational Needs of their children in accordance with the recommendations outlined in the Code of Practice. Communications between Home and the school will be consistently maintained, this could be via email, phone calls, Home-School book.

Parents/carers will be fully consulted before the involvement of external support agencies with their children, and will be invited to attend any formal review meetings at all stages.

Parents/carers are encouraged to seek help and advice from Independent Information Advice and Support services, including Devon Information and Advice Service (DIAS) – see link. These are able to provide impartial and independent advice, support and information on special educational needs and disabilities.

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

10. External Support Services

External support services play an important part in helping the school identify, assess and make provision for pupils with special education needs and/or disabilities.

Liaison with external agencies supplements the support and assessment of the needs of individual pupils. Regular liaison is maintained with the following external agencies as required:

- Children's Social Care
- Speech & Language Therapy NHS
- CAMHS
- Occupational Health
- Physiotherapy
- School Nurse
- Virtual school for Looked after Children

- EWO
- Through Devon's SEND Support Consultations*

**A multi-professional, solution focused discussion with SEND advisory teachers, Educational Psychologists, the SEND Statutory team and other services including Inclusion, Education Well-being, Early Help and Early Years advisers.*

- Through our link Educational Psychologist meetings which happen twice yearly.

11. Transition

A change of school, class and staff can be an exciting, yet anxious time for all pupils. We recognise that this can be very challenging for some pupils with SEND. We endeavour to make sure these periods of change are carefully managed in a sensitive way to provide continuity of high quality provision and reassurance to pupils and families. If you feel your child needs additional help, we can facilitate through visits and/or a social story to support them.

12. Responding to Complaints

The procedures for making a complaint against the school are outlined in the School's Complaints Policy. The policy can be accessed via the school's website or via the school office.

All concerns or enquires about a pupil with special education needs and/or disabilities or the SEND provision should be dealt with by the class teacher, the SENDCo or the Headteacher. If a parent/carer does not feel an issue has been resolved effectively, please refer to the School's complaints policy here:

<https://offwell-primary.devon.sch.uk/wp-content/uploads/2023/06/complaints-Procedure.pdf>

13. Training and Resources

OFFWELL School understands the need for and value of staff development. Training needs of colleagues are identified through appraisal processes, staff questionnaires, feedback from staff training and from discussions during department meetings. SEND training is embedded in the overall planning for school development. Resources and time are allocated to colleagues which ensures they are up to date with SEND procedures, strategies and knowledge. The SENDCO regularly attends Local Authority SENDCO network meetings and briefings in order to keep up to date with local and national updates in SEND.

14. General Data Protection Regulation (GDPR) 2018

OFFWELL School collects, uses and stores information about you and may receive information about you from your previous school. This information helps us:

- Support your teaching and learning
- Follow and report on your progress
- Provide the right care and support for you
- Understand how well your school is doing as a whole

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The information we keep (although not limited to) includes contact details; assessment marks and results, attendance records; other information such as ethnic group or religion; special educational needs; and any relevant medical information.

We are required (through GDPR) to take care of all information and we take this responsibility seriously.

We will not give information about you to anyone outside the school without your consent unless the law and our rules permit it. We are required by law to pass some of your information to the Local Authority (LA), and the Department for Education (DfE).

If you require more information about how the Local Authority store this data, you can visit the following website:

<https://new.devon.gov.uk/keepingdevonsdata/education-and-learning/>

Please also refer to Offwell School's Privacy Notice on our school website

Appendix 1 – School SEND Information Report (SIR)

<https://offwell-primary.devon.sch.uk/send/>

Also available on school website

www.offwell-primary.devon.sch.uk

Appendix 2

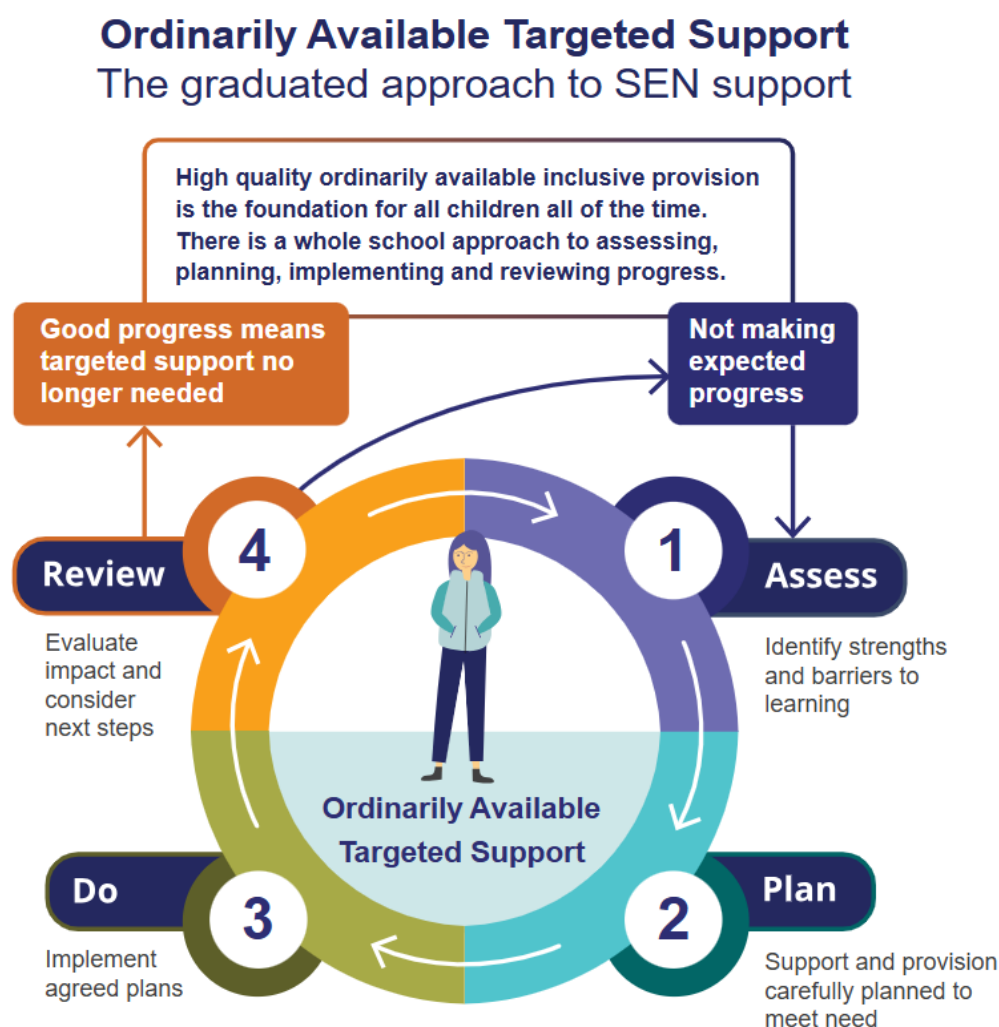
Details of assessment tools and materials used in OFFWELL School.

- Speech Link
- Language Link
- Language Enrichment Group Assessment (NHS)
- Reception Baseline assessment
- Foundation Stage Profile
- SATs and Optional SATs results
- Year 1 phonics Screening Check
- Phonic check-lists – see SOUNDS-WRITE Phonics scheme manual
- High Frequency word check-lists (reading and spelling)
- HAST II the Helen Arkell Spelling Tests version II
- SWRT The Single Word Reading Test
- Assessments detailed by the SpLD Team at County
- Detailed records of work
- Results of standardised testing – Rising Stars
- Behaviour charts- STARR
- Emotional Literacy Support/ social and communication assessments as required e.g: Boxall
- The Sandwell Maths Test

- The Maths and Dyscalculia Assessment
- Observations made by teacher / teaching assistant / other members of staff
- Pupil comments / opinions on progress (where appropriate)

New assessment materials described in the Ordinarily Available Targeted Support Framework may also be used:

Devon's Ordinarily Available Targeted Support Framework - Support for schools and settings



OFFWELL Special Needs Pathway

Stage 1 – progress on track

Child on track	Good Home Support and Quality First Teaching:		Responsible
Child achieving at least Expected Standard, or at least expected progress from starting point; Age appropriate physical and sensory development; Positive sense of self; appropriate social behaviour and ability to express needs.	HOME: Regular attendance; Good physical and mental health; Supportive home environment. Good communication with school Homework and reading supported	SCHOOL: Access to Ordinarily Available Inclusive Provision OAIP (See provision maps) Engaging activities; Differentiation; Clear explanations/ instructions; Time to process / chance to talk Questioning; Modelling; Visual and practical resources;	Child Family, Teaching Team Needs to be met through OAIP

Assess at the midpoint of each term

Stage 2 – Early Intervention

Child showing early difficulty	Basic checks	Next steps: Intervention Plan	Responsible
Child is showing a specific need, or a sustained dip in attainment or progress; or issues with language, physical or sensory development, or emotional or behavioural changes over at least half a term.	Talk with parents ref: sight/hearing checks/ illness/ family concerns. Gather details to identify problem clearly through assessment. Actions agreed and shared.	Set baseline for intervention*; Use Devon's Ordinarily Available Targeted Support Framework (OATSf) to set target to address needs. Assess and review progress with parents and Team.	Family, Teaching Team. Needs to be met with short-term OATS

Assess at the midpoint of each term

Stage 3 – My Plan (Register)

Child showing continued difficulty	Check list of provision:	Next steps: Additional Support	Responsible
Child is showing a continued dip in attainment and slower progress; or issues with language, physical or sensory development; emotional or behavioural changes – despite intervention.	Parent meeting. Intervention Plan reviewed. Specific needs identified through additional targeted assessment. Set date to review progress termly.	SENDco to observe; Adapt Intervention; Target additional support; Teacher and SENDCO set My Plan targets with Parent. Refer to school provision maps and OATSf for interventions and support.	Family, Teaching Team. Head/SENDco Needs to be met through OATS

Assess at the midpoint of each term

Stage 4 – EHCP

Child showing complex, long term difficulty	Check list of provision:	Next steps: Needs not met.	Responsible:
Children with an increasing gap in attainment or slower progress; Ongoing issues with physical or sensory development; Emotional or behavioural changes over more than a year.	Evidence of 'Plan, do review' cycle - Team Around the Child meetings, Intervention plans, Reviewed and adapted My Plans, Referral forms, Expert Reports/ advice; Adaptations resulting from advice; Needs not met despite provision.	May start 'Psychology Works' intervention with school EP following discussion of needs. Complete Statutory Request for Assessment for EHCP (Education, Care and Health Plan) form. Evidence of: long term/ severe, resistant to intervention, (£6000 +) Annual Review cycle. My Plan reviews continue every term.	Family, Teaching Team. Head/SENDco External Agencies 0-25 Team. EP

NB:

A wide range of SEND materials: books, games, information sheets and resources are available for reference and loan (See Staff Room/SENDco for details) Parent/Carer Workshops are arranged to support areas of need as required.

Specific advice and resources for parents are also available via the OATS Framework.

Appendix 3

The Graduated Approach

Assess

- In identifying a pupil as needing **SEN support** the class teacher, working with the SENDco, should carry out a clear analysis of the pupil's needs. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, as well as information gathered from other areas of the school.
- The pupil's development in comparison to their peers and national data should also be considered along with the parent's views and experience, the pupil's views and, if relevant, advice from external support services. These will be recorded on a My Plan (or individual school equivalent). The school and parents/carers will meet, where appropriate, with other agencies including those from Health and Social Care to create and up-date the My Plan.
- This assessment will be reviewed regularly to ensure support and intervention are matched to need, barriers to learning are identified and overcome so that a clear picture of the interventions put in place and their impact is developed. With some areas of SEN, the most reliable method of developing a more accurate picture of need will be the way in which the pupil responds to an intervention.

Plan

- Parents/carers, with their child, will meet with the class teacher and the SENDco to decide on the interventions and support to be put in place as well as the expected impact on progress and development. This will be recorded on a My Plan with a date to review the plan. The date for review will depend on the level of need present.
- The My Plan will clearly identify the areas of needs, the desired outcomes, the support and resources provided, including any teaching strategies or approaches that are required and when the My Plan will be reviewed. A copy of this will also be attached to the pupil's profile on SIMS.
- The support and intervention provided will be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness and will be provided by staff with appropriate skills and knowledge.
- The My Plan will usually involve a contribution by parents/carers to reinforce learning at home.
- Where appropriate, the My Plan will detail the support from other agencies and how this will support the pupil in achieving the desired outcomes.
- Parents/carers will then be formally notified by letter when it is decided to provide a pupil with SEN support (although parents/carers should have already been involved in the assessment of need).
- **So, if it is agreed that a pupil requires SEN support, all parties meet and develop a My Plan detailing the support which will bring about the next part of the cycle –**

Do

- The class teacher remains responsible for working with the pupil on a daily basis and will 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 will support the class teacher in the further assessment of the pupil's needs, in problem solving and advising on the effective implementation of support.
- **The class teacher is responsible for the daily implementation of the plan and will contribute to –**

Re-view

- There will be a review of the My Plan on the date previously agreed. This review will evaluate the impact and quality of the support and interventions and include the views of the pupil and their parents/carers.
- Parents/carers will be given information about the impact of the support and interventions provided enabling them to be involved with planning the next steps. Where appropriate other agencies will be asked to contribute to this review.
- Where a pupil has complex needs involving more than one agency it will depend on the pupil's needs and the frequency of the educational reviews as to whether external agencies attend each educational review, this will be agreed at the initial TAF meeting.
- This review will feedback into the analysis of the pupil's needs, then the class teacher, working with the SENDCo, will revise the support in light of the pupil's progress and development, with decisions on any changes made in consultation with the parent and the pupil.
- Where there is a sustained period of insufficient or no progress, the school may decide to gain involvement and advice from a specialist or external agency. The school will consult with parents/carers before involving a specialist or external agency.