

Special educational needs (SEN) information report



Churchdown School Academy
ACHIEVING SUCCESS FOR ALL

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Person responsible:	Mrs N Roberts-Moore

Contents

1. What types of SEN does the school provide for?	3
2. Which staff will support my child, and what training have they had?	4
3. What should I do if I think my child has SEN?.....	5
4. How will the school know if my child needs SEN support?	5
5. How will the school measure my child’s progress?	6
6. How will I be involved in decisions made about my child’s education?	7
7. How will my child be involved in decisions made about their education?	7
8. How will the school adapt its teaching for my child?	7
9. How does the school ensure information about my child’s SEN plan is shared and understood by teachers and relevant staff?	8
10. How does the school assess and evaluate the provision arranged for my child?.....	8
11. How will the school make sure my child is included in activities alongside pupils who don’t have SEND?.....	8
12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?	8
13. How does the school support pupils with disabilities?	9
14. How will the school support my child’s mental health and emotional and social development?	9
15. What support will be available for my child as they transition between classes or settings or in preparing for adulthood?	9
16. What support is in place for looked-after and previously looked-after children with SEN?.....	10
17. What should I do if I have a complaint about my child’s SEN support?	10
18. What support is available for me and my family?.....	10
19. Monitoring arrangements.....	11
20. Links with other policies.....	11
21. Glossary.....	11

Dear Parents and Carers

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.

If you want to know more about our arrangements for SEND, read our **Special educational needs and disabilities (SEND) policy** which you can find on our website [Special Education Needs and Disability \(SEND\) Policy](#)

If you are unable to view the website you can ask a member of staff to make a copy/send you the policy.

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.

Attendance and SEND

We recognise that some pupils with SEND may find attending school more challenging.

We support attendance by:

- Identifying barriers early
- Working closely with families

- Providing tailored support (e.g. safe spaces, adjusted timetables)
- Supporting pupils experiencing anxiety or EBSA
- Collaboratively working with multi agencies to support attendance and SEND
- Signposting parents to additional forms of support through Gloucestershire's Early Help - <https://www.gloucestershire.gov.uk/health-and-social-care/children-young-people-and-families/early-help-and-targeted-support/early-help-advice-guidance-and-support/>

Our aim is to ensure all pupils can access education regularly and successfully.

Safeguarding and SEND

Safeguarding is everyone's responsibility. All staff are trained to recognise and respond to safeguarding concerns, particularly where pupils with SEND may be more vulnerable due to communication needs, social isolation or dependence on adults.

The school's Designated Safeguarding Lead (DSL) is Mrs N Roberts-Moore (Assistant Headteacher). The DSL can be contacted via the school office on 01452 713340 or by email at nrr@churchdownschool.com

The DSL works closely with the SENDCo to ensure that safeguarding concerns relating to pupils with SEND are appropriately identified, recorded, monitored and acted upon. Where necessary, the school will work in partnership with external agencies, including social care and health professionals, to ensure pupils are kept safe.

All concerns are managed in line with the school's Child Protection and Safeguarding Policy and statutory guidance such as *Keeping Children Safe in Education*.

Pupils with SEND may be more vulnerable to safeguarding risks.

We:

- Train staff to recognise additional risks
- Adapt safeguarding approaches to meet communication needs
- Ensure strong links between SEND and safeguarding teams
- Ensure safeguarding concerns relating to pupils with SEND are appropriately recorded, monitored and acted upon, including through multi-agency working where required

1. What types of SEN 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
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 Mrs Sarah Jones who can be contacted on 01452 713340 or sej@churchdownschool.com

Teachers

All of our teachers receive in-house SEN training, and are supported by the SENDCo to meet the needs of pupils who have SEN. Training will regularly be provided to teaching and support staff. The headteacher and the SENDCo will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development. The effective teaching and learning of students of all abilities in the mainstream classroom is a continuous theme in whole staff development.

Learning Support Assistants (LSAs)

We have several LSAs and Specialist Learning Support Teachers who are trained to deliver SEN provision and offer a wide range of expertise. Please see our LS staffing structure for more detail.

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 SEN and to support their families. These include:

- Advisory Teaching Service
- Specialist teachers or support services
- Educational psychologists
- Occupational therapists, speech and language therapists or physiotherapists
- General practitioners or paediatricians
- School nurses
- Child and adolescent mental health services (CAMHS)
- Education welfare officer
- Social services and other LA-provided support services

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

If you think your child might have SEN, the first person you should tell is your child's teacher or Year Head.

They will pass the message on to our SENDCo, Mrs Jones.

You can also contact the SENDCo directly.

If more extensive discussion is required to plan and review, 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.

If we decide that your child needs SEN support, we will formally notify you in writing and your child will be added to the school's SEND register.

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

All our class teachers are aware of SEN and are on the lookout for any pupils who aren't making the expected level of progress in their schoolwork or socially. We also review primary school information and KS2 data through baseline assessments for reading/spelling.

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 extra tuition to try to fill it. Pupils who don't have SEN 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 SEN.

The SENDCo will observe the pupil to see what their strengths and difficulties are. They 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.

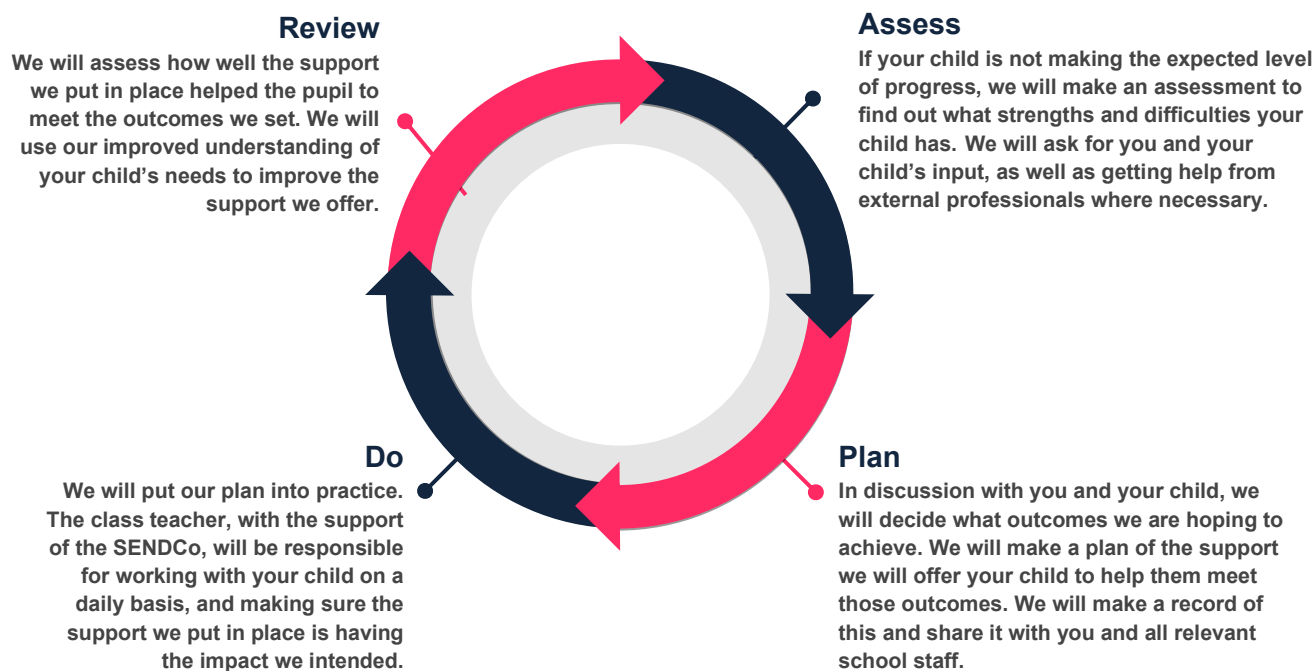
Based on all this information, the SENDCo will decide whether your child needs SEN support.

If your child does need SEN support, their name will be added to the school's SEN register, and the SENDCo will work with you to create a SEN support plan for them.

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

We will follow Gloucestershire's SEND 'Graduated Pathway' to meeting your child's SEN 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.

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 SEN 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?

We will:

- Set clear outcomes for your child's progress
- Review progress towards those outcomes
- Discuss the support we will put in place to help your child make that progress
- Identify what we will do, what we will ask you to do, and what we will ask your child to do

Communication can take place face to face, by email or telephone. A meeting can be arranged if a more extensive discussion is required to plan and review.

Support can be discussed with the SENDCo at your child's parents' evenings.

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 SEN 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.

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 all children are individuals, 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

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

Your child's teacher is 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 pupil's individual needs and ensure that 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 pupils on a 1-to-1 basis or in small groups

9. How does the school ensure information about my child's SEN plan is shared and understood by teachers and relevant staff?

- › A 'SEN passport' outlining individual needs and strategies is produced for all students with SEN
- › SEND information for school staff is regularly updated by the SENDCo and staff are reminded at least termly to review the information provided
- › The SENDCo addresses the whole staff fortnightly at a 'pastoral briefing' highlighting any matters arising or significant changes
- › New staff to the school meet with the SENDCo individually to be shown the information systems in place

10. How does the school assess and evaluate the provision arranged for my child?

Through:

- › Individual students monitoring (ISMs) and reporting system
- › Regular meetings with key LSAs, subject teachers and Year Heads
- › Termly review of intervention groups
- › Annual review (if they have an education, health and care (EHC) plan)

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

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

Learning Support also run some clubs specifically designed to build the confidence and opportunities for students with SEND.

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 etc.

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

12. How does the school make sure the admissions process is fair for pupils with SEN or a disability?

All children whose education, health and care (EHC) plans name the school will be admitted before any other places are allocated.

Refer to our **Admissions policy**. [Admissions Policy 2026 to 2027](#)

13. How does the school support pupils with disabilities?

Schools are required under the Equality Act 2010 to have an accessibility plan. [Accessibility Plan](#)

The purpose of the plan is to:

- Increase the extent to which pupils with disabilities can participate in the curriculum
- Improve the physical environment of the school to enable pupils with disabilities to take better advantage of education, benefits, facilities and services provided
- Improve the availability of accessible information to pupils with disabilities

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind.

14. 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. The Learning Support Team is fully integrated with the whole school pastoral system.

We provide support for social, emotional and mental health needs follows a graduated approach, ensuring early identification and intervention. The Learning Support Team is fully integrated with the whole school pastoral system.

- The SENDCo liaises regularly with the Year Heads to meet the social and emotional needs of students.
- Different levels of pastoral mentoring and counselling are available for individuals as well as various social skills and emotional well-being groups run by the Learning Support department.
- We have a 'zero tolerance' approach to bullying. Refer to our **Anti-bullying and hate policy**. [Anti Bullying and Hate Policy](#)

15. 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 ask both the current teacher and the next year's teacher to attend final meetings of the year when the pupil's SEN is discussed

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.

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.

16. What support is in place for looked-after and previously looked-after children with SEN?

Mrs Roberts-Moore, Designated Safeguarding Lead, will work with Mrs Jones, our SENDCo, to make sure that all teachers understand how a looked-after or previously looked-after pupil's circumstances and their SEN 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 SEN support plans or EHC plans are consistent and complement one another.

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

Complaints about SEN provision in our school should be made to the SENDCo the first instance. They will then be referred to the school's **Complaints procedure**. [Complaints Procedure](#)

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 [SEN 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/complain-about-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.

18. 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 what support is available to you locally, have a look at the Gloucestershire County Council website where they publish information about the local offer, and local special educational needs and disabilities information advice and support services (SENDIASS) organisations

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

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

19. Monitoring arrangements

This report will be reviewed by Mrs N Roberts-Moore (Assistant Head/DSL) **every year**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year.

It will be approved by the full governing board.

20. Links with other policies

This SEN information report is linked to the following policies and documents:

- [Special Educational Needs and Disabilities \(SEND\) Policy](#)
- [Admissions Policy](#)
- [Accessibility Plan](#)
- [Complaints Procedure](#)
- [Supporting Pupils with Medical Conditions Policy](#)
- [Equality Information and Objectives](#)
- [Anti Bullying and Hate Policy](#)

21. 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 SEN 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 SEN 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

SEN information report	a report that schools must publish on their website, that explains how the school supports pupils with SEN
SEN support	special educational provision which meets the needs of pupils with SEN
Transition	when a pupil moves between years, phases, schools or institutions or life stages