

St John Henry Newman Catholic Primary School



SEND Policy

Approved: September 2026

Next Review Date: September 2027

Compliance

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0-25 (**January 2015**), **paragraph 6.79**, and has been written with reference to the following documents:

- **Children and Families Act 2014 (Part 3)**
- Equality Act 2010: advice for schools DfE Feb 2014
- SEND Code of Practice 0-25 (**January 2015**)
- **The Special Educational Needs and Disability Regulations 2014** (including the SEN Information Report requirements)
- Statutory Guidance on supporting pupils with medical conditions
- **Keeping Children Safe in Education (current edition)**
- **Teachers' Standards 2012**
- Safeguarding Policy
- Equality Policy
- Medical Conditions Policy
- **Behaviour Policy**

This policy has been created by St John Henry Newman Catholic Primary School's SENDCo in consultation with St John Henry Newman Catholic Primary School's SEN Governor, St John Henry Newman Catholic Primary School's Senior Leadership Team, all staff, and parents of pupils with SEND and pupils themselves. This policy includes the views of all involved.

Definition of Special Educational Needs

St John Henry Newman Catholic Primary School believes that all children, including those with special educational needs, should have equal opportunity to participate in the full curriculum of St John Henry Newman Catholic Primary School.

A child or young person has special educational needs if they have a learning difficulty **or** disability which calls for special educational provision to be made for them.

A child of compulsory school age has a learning difficulty or disability if they:

- have a significantly greater difficulty in learning than the majority of others of the same age; or
- have a disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

SEND Code of Practice 0-25, 2015

Aims

- St John Henry Newman Catholic Primary School recognises the responsibility that it has in making provision for children with special educational needs.
- St John Henry Newman Catholic Primary School aims to raise the aspirations of and expectations for all pupils with SEND.
- St John Henry Newman Catholic Primary School provides a focus on outcomes for children and young people and not just hours of provision / support.
- Every teacher is responsible for the teaching and learning of every child in their class, including those with SEND.

St John Henry Newman Catholic Primary School works to:

- enable every pupil to experience success, promoting individual confidence and a positive attitude
- ensure that all pupils, whatever their special educational needs, receive appropriate educational provision
- give pupils with SEND equal opportunities to take part in all aspects of St John Henry Newman Catholic Primary School's provision, as far as is appropriate
- involve parents / carers in planning and supporting all stages of their child's development
- work collaboratively with parents / carers, other professionals, and support services
- ensure that the responsibility held by all staff and governors for SEND is implemented and monitored
- support pupils to make an effective transition to other schools, including secondary education and adulthood,

whether this is into employment, further education, or training

Objectives

- To identify and provide for pupils who have special educational needs and additional needs
- To work within the guidance provided in the SEND Code of Practice, 2015
- To operate a 'whole pupil, whole school approach' to the management and provision of support for special educational needs
- To provide a Special Educational Needs and Disabilities Co-ordinator (SENDCo) who will work with the SEND Inclusion Policy
- To provide support and advice for all staff working with special educational needs
- To provide quality teaching and learning experiences which engage, and support SEND pupils to make good progress
- To ensure that pupils and parents have a voice in this process

The SENDCo

St John Henry Newman Catholic Primary School's SENDCo is a qualified teacher working at St John Henry Newman Catholic Primary School and holds the nationally recognised qualification for SENCOs, as required by the SEND Code of Practice (6.85). The SENDCo works closely with the Headteacher and Senior Leadership Team to make sure SEND is part of whole-school planning and improvement.

Identifying Special Educational Needs

- The Code of Practice suggests that pupils are only identified with SEN if adequate progress is not made once they have had access to good quality personalised teaching and available interventions and adjustments.
- At St John Henry Newman Catholic Primary School, once concerns are raised about a child by a member of school staff, parent, or the child themselves, the teacher of that child will refer the child to the SENDCo.
- If appropriate, the SENDCo will add the child to the monitoring register or to the SEND Register. **The monitoring register is a list of pupils whose progress is being watched closely because of an emerging concern, but who are not yet identified as having SEN.** The class teacher will begin the APDR cycle (**Assess, Plan, Do, Review**).
- **Early identification is important. Staff in the Early Years Foundation Stage use observations, the Reception Baseline Assessment and information from nurseries, health visitors and parents to identify needs as early as possible.**
- The Code of Practice details the 4 broad areas of need:
 - Communication and interaction
 - Cognition and learning
 - Social, emotional, and mental health
 - Sensory and/or physical needs
- These four areas give an overview of the range of needs that should be planned for. The purpose of identification is to plan what action St John Henry Newman Catholic Primary School needs to take, not fit a pupil into a category. At St John Henry Newman Catholic Primary School, we identify the needs of pupils by considering the needs of the whole child, which will include not just the special educational needs of the child or young person.
- The following may impact on progress and attainment but are not, on their own, classed as SEN:
 - Disability (the Code of Practice outlines the 'reasonable adjustment' duty for all settings and schools provided under **the Equality Act 2010**). **A disabled child may also have SEN, but not all do. This may include diagnoses of Autism Spectrum Disorder (ASD) or Attention Deficit Hyperactivity Disorder (ADHD).**
 - Attendance and Punctuality
 - Health and Welfare
 - EAL
 - Being in receipt of Pupil Premium Grant
 - Being a **looked-after child**
 - Being a child of a Serviceman/woman
 - Being new to formal schooling/schooling in the UK

A Graduated Approach to SEND

- All teachers are responsible and accountable for the progress and development of pupils in their class, including where pupils access support from support staff or specialist staff.
- High-quality teaching, with support for individual pupils, is the first step in responding to pupils who may or may not have SEND.
- Additional intervention and support from teaching assistants or specialist staff may be provided. However, the class teacher will closely monitor the effectiveness of this.
- St John Henry Newman Catholic Primary School regularly and carefully monitors the quality of teaching for all pupils, including those at risk of underachieving. This includes reviewing and, where necessary, improving teachers' understanding of strategies to identify and support vulnerable pupils and their knowledge of the SEND most frequently encountered.
- Consideration of whether to make special educational provision involves both the teacher and SENDCo. It draws on information gathered from within school about the pupil's progress, alongside national data and expectations of progress. This includes high quality and accurate formative assessment by the class teacher and/or SENDCo.
- For higher levels of need, St John Henry Newman Catholic Primary School draws on more specialist assessment from external agencies and professionals.
- The decision to place a child on St John Henry Newman Catholic Primary School's SEND register involves discussion between all those involved in working with the child, including parents, and the child themselves. A child will be placed on St John Henry Newman Catholic Primary School's SEND register if it is decided that despite appropriate intervention, a child is not making expected progress and a special educational need has been identified as the reason for this.
- **Pupils on the SEND register have a support plan setting out their needs, outcomes, provision and review dates. Parents are invited to meet with the class teacher and/or SENDCo at least three times a year to review progress and set new targets. The pupil's views are gathered and recorded at each review in a way that suits their age and needs. This meeting between parents and school may be in the form of parents evening or additional meetings that are separate to this and scheduled at a mutually convenient time.**

Managing Pupils' Needs on the SEND Register

- Pupil attainment and progress is an ongoing process of monitoring and tracking by the class teacher and school management systems. Termly formal Pupil Progress Meetings, held with St John Henry Newman Catholic Primary School's SLT and class teachers, discuss pupil progress, review the learning needs of individual pupils and monitor intervention work.
- St John Henry Newman Catholic Primary School's SENDCo formally meets with class teachers termly to review and set individual learning targets for pupils on St John Henry Newman Catholic Primary School's SEND Register. Progress is monitored, intervention programmes are reviewed, and support for individual pupils is planned with clear time frames for the next cycle of support.
- St John Henry Newman Catholic Primary School's SENDCo oversees the management of pupils with SEN on a daily basis and supports teachers with co-ordinating provision.
- For every child on the SEND Register, class teachers will:
 - Keep a record of quality first teaching
 - Keep detailed records of intervention work undertaken
 - Consult with parents/pupils regarding progress, attainment, and effectiveness of provision
- Advice and specialist support from outside agencies will be sought when considered appropriate to support St John Henry Newman Catholic Primary School to fully meet the needs of the child. This might involve but is not limited to the Educational Psychology Service, Child Health, Speech & Language Therapy or Visually Impaired Service. Parental permission will be sought for referral to these agencies.
- St John Henry Newman Catholic Primary School will refer to the Local Authority for advice, following set procedures, if school and agency advice identifies that additional funding and support is needed to provide for a high level of SEN need.

Education, Health and Care Needs Assessments and Plans

- **Where a pupil has not made expected progress despite St John Henry Newman Catholic Primary School taking relevant and purposeful action through the graduated approach, St John Henry Newman Catholic Primary**

School, in agreement with parents, may request an Education, Health and Care (EHC) needs assessment from Peterborough City Council.

- Parents also have the right to request an EHC needs assessment themselves. In this instance, St John Henry Newman Catholic Primary School will be contacted to ask for supporting evidence. This will be submitted factually.
- Evidence from the APDR cycle, support plans, intervention records, external agency reports and other relevant information may be submitted with any request.
- Where a pupil has an EHC Plan, St John Henry Newman Catholic Primary School will deliver the provision set out in it and work towards the outcomes it describes.
- EHC Plans are reviewed at least annually through an Annual Review meeting. Parents, the pupil, school staff and relevant professionals are invited, and the pupil's views are central to the review. In Year 5 and Year 6, Annual Reviews will consider the move to secondary school.

Criteria for Exiting the SEND Register

- St John Henry Newman Catholic Primary School monitors progress and attainment of all pupils. When barriers to learning are overcome, the child may no longer need to receive additional SEN provision and will exit the **SEND** Register. Progress will continue to be monitored closely, as it is with all pupils in school. Parents will be informed and the decision will be discussed with them first.

Supporting Pupils and Families

- Peterborough City Council's Local Offer detailing provision for pupils identified with SEND can be accessed on <https://fis.peterborough.gov.uk/kb5/peterborough/directory/localoffer.page?familychannel=8>
- **St John Henry Newman Catholic Primary School's** SEND Information Report (compliance to the local offer) can be accessed on St John Henry Newman Catholic Primary School's website: <https://www.st-johnhenrynewman.org.uk/> **The Information Report is reviewed and updated every year.**
- Measures are taken to ensure that SEND pupils can access exams and other assessments where appropriate. **This includes access arrangements for the Key Stage 2 national tests, the Phonics Screening Check and the Multiplication Tables Check, applied in line with Standards and Testing Agency guidance.** This is managed by class teachers and St John Henry Newman Catholic Primary School's **SENDCo and Senior Leadership Team.**
- The transition of pupils from class to class, across key stages, to other schools, including Secondary School, is carefully managed by teaching staff, SENDCo and Headteacher. **This includes transition into Reception, with visits and information-sharing with nurseries and families. For pupils moving to secondary school, the SENDCo shares records with the receiving school and arranges additional visits where needed.**
- Parents can get free, impartial advice and support from the Peterborough SEND Information, Advice and Support Service (SENDIASS): <https://fis.peterborough.gov.uk/kb5/peterborough/directory/service.page?id=E1PbUit6ObU>

Disability Living Allowance (DLA) Paperwork

- St John Henry Newman Catholic Primary School does not complete Disability Living Allowance (DLA) application forms on behalf of parents/carers.
- On request, St John Henry Newman Catholic Primary School will provide a letter on school headed paper that parents/carers can include with their application.
- The letter will be a brief, factual account of how the child presents in school and will include:
 - the child's attendance
 - whether or not the child is on St John Henry Newman Catholic Primary School's SEND register (and whether they have an EHC Plan)
 - any diagnoses that have been formally made by a professional and shared with St John Henry Newman Catholic Primary School
- The letter will not give opinions on whether the child is eligible for DLA or on the level of award.
- Requests should be made to the SENDCo. Please allow 10 school days for the letter to be completed. Letters will be signed by the SENDCo.

Supporting Pupils at School with Medical Conditions

- St John Henry Newman Catholic Primary School recognises that pupils at school with medical conditions should be properly supported so that they can have full access to education, including school trips and physical education. Some children with medical conditions may be disabled. Where this is the case, St John Henry Newman Catholic Primary School will comply with its duties under the Equality Act 2010.
- Some may also have special educational needs (SEN) and may have an Education, Health and Care Plan (EHCP), which brings together health and social care needs, as well as their educational provision, and the SEND Code of Practice (2015) is followed.
- Pupils with medical conditions may be supported through Individual Health Care Plans, coordinated by St John Henry Newman Catholic Primary School Nursing Service. Full details can be found in St John Henry Newman Catholic Primary School's Medical Conditions Policy.

Safeguarding Pupils with SEND (new section)

- **Children with SEND can face additional safeguarding challenges. For example, some children may find it harder to communicate their concerns. Staff are trained to be alert to this, in line with Keeping Children Safe in Education.**
- **The SENDCo and Designated Safeguarding Lead work closely together. Full details can be found in St John Henry Newman Catholic Primary School's Safeguarding Policy.**

Mental Health and Wellbeing

- **St John Henry Newman Catholic Primary School supports the social, emotional and mental health of all pupils through its curriculum, pastoral care and, where needed, targeted support. St John Henry Newman Catholic Primary School's Senior Mental Health Lead is Deana Jordan. Where needs are greater, St John Henry Newman Catholic Primary School will seek advice from external services such as the Mental Health Support Team or CAMHS, with parental consent.**

Monitoring and Evaluation of SEND

- Senior Leaders and Governors regularly and carefully monitor and evaluate the quality of provision offered to all pupils through lesson observations, learning walks, book scrutiny, pupil voice, parent/pupil questionnaires and discussions. These arrangements promote an active process of continual reflection, review, and development of provision for all pupils.
- Provision for SEND pupils is continually monitored, evaluated, and reviewed by St John Henry Newman Catholic Primary School's SENDCo, Governors and Headteacher in liaison with class teachers.

Training and Resources

- The SEND budget is allocated according to the Local Authority's funding formula and supplemented from St John Henry Newman Catholic Primary School's budget according to individual need.
- **St John Henry Newman Catholic Primary School receives a notional SEN budget as part of its overall funding. This is used to provide SEN support for pupils, including additional support up to the nationally set threshold per pupil. Where a pupil's needs cost more than this, St John Henry Newman Catholic Primary School may apply to the Local Authority for top-up funding from the High Needs Block.**
- The SEND budget is allocated by the degree of need/level of support required at the targeted, targeted specialist and specialist level within the 4 broad categories:
 - Communication and interaction
 - Cognition and learning
 - Social, emotional, and mental health
 - Sensory and/or physical needs
- To maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undergo training and development.
- All teachers and support staff undertake induction on taking up post. This includes a meeting with the **SENDCo** to explain systems and structures in place around St John Henry Newman Catholic Primary School's SEND provision and practice and to discuss the needs of individual pupils.
- St John Henry Newman Catholic Primary School's SENDCo regularly attends LA SEND network meetings to keep

up to date with local and national updates in SEND.

Roles and Responsibilities

- **SENDCo** – Miss C Lyons
- SEND Governor – Mr T Spencer
- **Headteacher** – Mr M Cooper
- **Designated Safeguarding Lead** – Mr M Cooper / Miss L Spaven / Mrs Deana Jordan / Mrs Roisin O'Shea
- **Designated Teacher for Looked-After and Previously Looked-After Children** – Mr M Cooper
- Staff member responsible for managing PPG Funding – Mr J Sayers
- Staff member responsible for managing Looked-After Children Funding – Mr M Cooper
- Staff member responsible for managing the medical needs of pupils – Miss L Spaven

The Governing Body makes sure St John Henry Newman Catholic Primary School meets its statutory duties for SEND, monitors the quality of provision, and makes sure this policy and the SEND Information Report are published and reviewed annually.

The Headteacher has overall responsibility for SEND provision, makes sure the SENDCo has enough time and resources, and keeps the Governing Body informed.

The SENDCo co-ordinates day-to-day SEND provision, advises and supports staff, keeps the SEND register, liaises with parents and external agencies, and leads EHC requests and Annual Reviews.

Class teachers are responsible for the progress of every pupil in their class. They deliver high-quality teaching, carry out the APDR cycle, and work with parents and support staff.

Teaching assistants and support staff deliver interventions and support under the direction of the class teacher and SENDCo, and feedback on pupils' progress.

Storing and Managing Information

For the storage and managing of information, please refer to St John Henry Newman Catholic Primary School's Data Protection Privacy Notice and **Data Protection Policy. Information is handled in line with UK GDPR and the Data Protection Act 2018.**

Admissions

- **Pupils with SEND are admitted in line with St John Henry Newman Catholic Primary School's Admissions Policy, which treats all applicants fairly. Where a child has an EHC Plan naming St John Henry Newman Catholic Primary School, St John Henry Newman Catholic Primary School will admit the child.**

Accessibility

Refer to St John Henry Newman Catholic Primary School's Disability Equality Policy and Accessibility Plan. **The Accessibility Plan sets out how St John Henry Newman Catholic Primary School will improve access to the curriculum, the physical environment and written information for disabled pupils.**

Dealing with Complaints

St John Henry Newman Catholic Primary School strives to establish good working relationships with parents/**carers**, but if there is dissatisfaction about SEN provision within St John Henry Newman Catholic Primary School, the first point of contact is the class teacher. **If the concern is not resolved, parents should contact the SENDCo and then the**

Headteacher.

Parents may also seek advice from SENDIASS. For disagreements about EHC needs assessments or EHC Plans, parents can use the Local Authority's disagreement resolution and mediation services and have the right to appeal to the First-tier Tribunal (SEND).

Please refer to St John Henry Newman Catholic Primary School's Complaints Policy for full details.

Bullying

Please refer to St John Henry Newman Catholic Primary School's Anti-Bullying Policy for full details. **Pupils with SEND can be more vulnerable to bullying, and staff are alert to this.**

Appendices

SEND Information Report 2026

Reviewing the Policy

To effectively assess St John Henry Newman Catholic Primary School's response to the SEND Code of Practice, this policy will be reviewed every year.