

 <i>"Guided by faith, nurturing hearts and minds"</i>	STAPELEY BROAD LANE CE PRIMARY SCHOOL Special Educational Needs and Disability Policy
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Written September 2023	Matt Beeston (SENDCo)
Revised September 2025	Matt Beeston (SENDCo)

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This policy should be read in conjunction with Stapeley Broad Lane's Special Educational Needs and disabilities School Offer. This is available to parents on the school website.

Stapeley Broad Lane SEND School Offer: www.stapeleybl.cheshire.sch.uk

The School report forms a contributory part of Cheshire East Local Offer. More information about the Local Offer can be found at:

Cheshire East Local Offer
[disabilities \(cheshireeast.gov.uk\)](http://cheshireeast.gov.uk)

[Local offer for children with SEN and](#)

Approved by Governors

Updated: October 2025

Review Date: September 2026

COMPLIANCE

This policy complies with the statutory requirement laid out in the SEND Code of Practice 0 – 25 (July 2014) and has been written with reference to the following guidance and documents:

- SEND Code of Practice 0 – 25 (July 2014)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2013
- Working together to Safeguard Pupils (2023)
- Accessibility Plan
- Teachers Standards 2012
- Equality Act 2010: advice for schools DfE Feb 2013

Introduction

This policy was developed with the collaboration of Governors, parents and pupils and reflects the SEND Code of Practice 2014

SEND definition

In this policy, special educational needs and disabilities (SEND) are defined as

- 'pupil or young person has SEN if they a learning difficulty or disability which calls for special educational provision to be made for them'
 - 'A pupil of compulsory school age or a young person has a learning difficulty or disability if they:
 - have a significantly greater difficulty in learning than the majority of others 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 '

Many children and young people who have a SEN may also have a disability under the 2010 Equality Act. Children and young people with a disability do not necessarily have a SEN, but there is a significant overlap between disabled children and young people and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition in this policy
(SEN C of P 2014 page 15/16)

Aims and Objectives of the Policy

Our aim at Stapeley Broad Lane is to raise the aspirations and expectations of all pupils and young people with SEND. Our school provides a focus on outcomes for pupils and

young people to ensure they achieve their potential, and become confident individuals living fulfilling lives.

Objectives:

- Opportunities are provided for every pupil to experience success and to develop an open mind set to learning.
- To accurately identify and provide for pupils who have special educational needs or disability or additional needs.
- To work within the guidance provided in the SEND Code of Practice 2014.
- To provide a Special Educational Needs Co-ordinator (SENCO) who will provide support and advice for all staff working with special educational needs pupils.
- Involve parents/carers in planning and supporting at all stages of their pupil's development
- To ensure all pupils, whatever their special educational need or disability, receive appropriate educational provision through a broad, balanced curriculum that is appropriately differentiated.
- To ensure that pupils with SEND have a voice and are given opportunities to express an opinion and that opinion will be taken into account in any matters affecting them.
- To ensure staff and governors are accountable for the SEND Policy being implemented and maintained.
- Use the 'assess, plan, do, review' method to identify and monitor pupil's progress and needs.

Admission Arrangements

The admissions policy for Stapeley Broad Lane is available on the school website. Allocation of places to the school is administered by the Governing Body for Reception Year. Admissions for entry at other times (in-year entry) is also administered by the Governing Body. Neither a pupil's abilities nor their learning difficulties feature in the admission of a pupil unless they have an Education, Health & Care Plan (EHCP) which names this school as the one they should attend.

Identifying Special Educational Needs and Disabilities

The Code of practice 2014 identifies 4 main areas of need:

- Cognition and Learning
- Communication and Interaction
- Emotional, Social and Mental Health
- Sensory and/or Physical

These 4 broad areas give an overview of the range of needs that should be planned for. However, individual pupils often have needs that cut across all areas and their needs may change over time. The purpose of identification is to work out what action the school needs to take, not to fit a pupil into a category. At Stapeley Broad Lane, we identify the needs of pupils by considering the needs of the whole pupil and then matching the provision accordingly.

It is important to point out the circumstances which are not classed as SEN, but which may hinder progress and attainment:

- Disability
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium or Pupil Premium Plus
- Being a Looked After Pupil
- Being a pupil of a Serviceman/woman
- Having behavioural difficulties where an underlying cause has not been identified.

A Graduated Response to SEND support

At Stapeley Broad Lane we use a Graduated Response to support pupils with SEND. All teachers at Stapeley Broad Lane are responsible for and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff.

Identification

Early Identification - Teacher Monitoring

Regular assessments of a pupil's progress will allow early identification of pupils who are making less than expected progress given their age and individual circumstances. This can be characterised by progress which:

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

Progress also includes areas other than attainment- for example, a pupil may need more support developing social and emotional skills than his peers.

At Stapeley Broad Lane, our first response when a pupil is not making the expected progress is to target Quality First Teaching/Ordinarily Available Inclusive Provision at their area of weakness which is differentiated to meet their particular needs. At this point, concerns will be shared with parents and a Discussion Form completed with concerns and next steps.

Assess

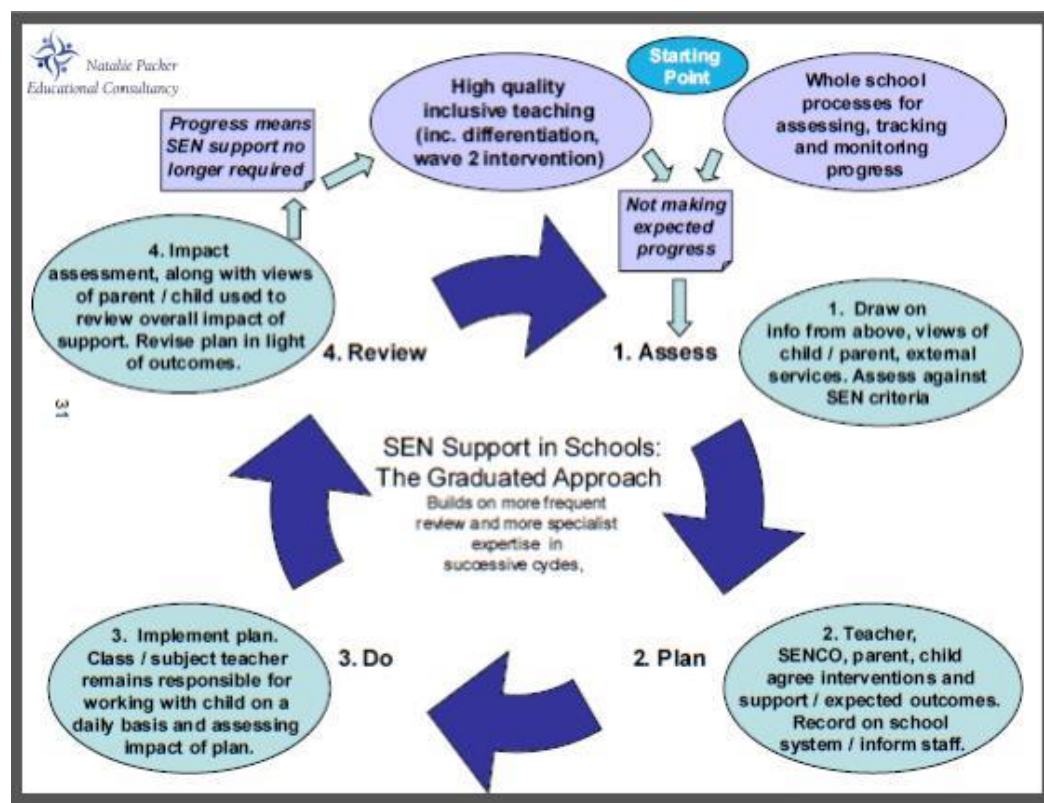
If progress continues to be less than expected, then consideration of whether special educational provision is required should start with the desired outcomes for the pupil, including the expected progress and attainment. The class teacher, working with the

SENDCO, will informally gather evidence and consider all of the information about the pupil's progress, alongside national data and expectations of progress. This will take into account any concerns raised by the parent and will include the child's views and where appropriate include advice from other professionals. At this stage, the pupil will be identified as at First Concerns and will benefit from a short-term intervention.

This should help to determine the support that is needed and whether adopting Stapeley Broad Lane core offer can provide it, or whether something different and additional is required.

Where a pupil is identified as having SEND, action will be taken to remove all barriers to learning and to put effective special educational provision in place. Parents will be formally informed of this decision. This SEND support will take the form of a four-part cycle through which earlier decisions and actions are revisited, refined and revised with a growing understanding of the pupil's needs and what supports the pupil to make good progress and secure good outcomes.

ASSESS- PLAN –DO- REVIEW



A review of progress towards agreed outcomes will be held, with parents and pupils, formally three times a year. The review will assess the effectiveness of the support and interventions, which feeds back into the analysis of the pupil's needs. The support will be revised in light of the pupil's progress and development. Changes to the support and outcomes will be made in consultation with parents and pupil.

With the parents' permission, additional advice may be sought from other agencies such as the: Educational Psychologist, Cheshire East Autism Team (CEAT), Community Paediatrician or CYPMHS (formerly CAMHS).

At this stage, a SEND support plan is put in place to support the Graduated Response Process.

Education Health and Care Plan

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the needs of the pupil, the pupil has not made expected progress, the school will consider requesting an Education, Health and Care (EHC) needs assessment.

To inform their decision about whether an EHC needs assessment is necessary, the Local Authority will consider evidence that the pupil is not making progress, despite the provision put in place by the school. The school will provide:

- evidence of the pupil's academic attainment and rate of progress.
- information about the nature, extent and context of the pupil's SEND.
- evidence of the action already being taken to meet the pupil's SEND.
- evidence that, where progress has been made, it has only been as the result of much additional intervention and support over and above that which is usually provided.
- evidence of the pupil's physical, emotional and social development and health needs, drawing on relevant evidence from clinicians and other health professionals and what has been done to meet these by other agencies
- a costed Provision map to illustrate that the school has already put in place support from its own resources and that the school is unable to fully meet the needs of the pupil without additional resources.

Managing Pupils Needs

Pupils and pupil's needs differ from year to year and the provision to support these pupils at Stapeley Broad Lane will vary according to need.

The following outlines the procedures in place to monitor pupils with SEND:

- All pupils identified as having SEND have a plan which is drawn up in conjunction with staff, parents and pupils. This details their specific special educational needs, their strengths, strategies which can be used to support them in the classroom and desired outcomes. It is the class teacher's responsibility to maintain and update the plan, at least termly, with the guidance of the SENDCO.
- Parents of pupils with SEND are invited in 3 times a year to discuss their child's progress towards agreed outcomes and review the plan. The review will assess the effectiveness of the support and interventions, which feed back into the analysis of the pupil's needs. The support will be revised in light of the pupil's progress and development. Changes to the support and outcomes will be done in consultation with parents and pupil.
- Pupils who are on SEND support or First Concerns have their progress and attainment monitored informally every half term by the Class Teacher and more formally termly in the form of a SEND evaluation day by the SENDCO.

- The schools Provision Map will document provision which is additional to and different from that which is offered through the core offer and provides a basis for monitoring the impact of support.
- The School's Offer documents the provision offered to pupils.
- Parental permission will always be sought before any other professional advice or opinions are sought.

Criteria for exiting the SEND record:

- If following a review with the pupils and the parents it is agreed that they are making significant progress and no longer fit the criteria for SEND, then they exit the SEND Record.
- Pupils who exit the SEND Record will initially be monitored to ensure progress is sustained in all areas.

Supporting pupils at school with medical conditions

At Stapeley Broad Lane, we recognise that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEND) and Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice (2014) is followed.

If a pupil is diagnosed with a medical condition or disability, where required, the school will organise a multi-disciplinary meeting to bring together all the professionals involved in the care of that pupil, plus their parents. The purpose of the meeting is to discuss the impact of that condition or disability upon their education and access to the curriculum at school. Actions will be generated from the meeting, such as a Health and Safety Risk Assessment or Care plan, to ensure the smooth and safe inclusion of the child into Stapeley Broad Lane School.

Monitoring and Evaluating of SEND

At Stapeley Broad Lane, provision for pupils with SEND, in the classroom, is the responsibility of class teachers. Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Teaching Assistants or specialist staff.

All staff are responsible for following the school's procedures for identifying, assessing and making provision to meet those needs.

Training and Resources

The training needs of staff are identified through Performance Management and planned for through CPD and mentoring throughout the year.

In order 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 undertake training, development and regular CPD.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENDCO to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils. The school's SENDCO regularly attends the SENDCO network meetings in order to keep up to date with local and national updates in SEND.

Roles and Responsibilities

The governing body will ensure that:

- SEND provision is an integral part of the school development plan
- necessary provision is made for any pupil with SEND
- staff are aware of the need to identify and provide for pupils with SEND
- pupils with SEND join in school activities alongside other pupils, as far as is reasonably practical and compatible with their needs and the efficient education of other pupils
- they have regard to the requirements of the SEND Code of Practice 2014
- they are fully informed about SEND issues, so that they can play a part in the school's self-evaluation process
- they set up appropriate staffing and funding arrangements and oversee the school's work for pupils with SEND
- the quality of SEND provision is regularly monitored
- a governor is identified to be the person responsible for SEND and for this person to link with SENDCO

The Headteacher has responsibility for:

- the management of all aspects of the school's work, including provision for pupils with SEND
- keeping the governing body informed about SEND issues
- working closely with the SENDCO
- ensuring that the implementation of this policy and the impact on the school is reported to governors

Special Educational Needs Co-ordinator is responsible for:

- overseeing of the day-to-day operation of the SEND policy
- overseeing the provision for pupils with SEND

- organising and managing the work of SEND TAs
- ensuring that an agreed, consistent approach is adopted
- liaising with and advising other staff
- helping staff to identify pupils with SEND
- carrying out assessments and observations of pupils with specific learning problems
- liaising closely with parents of pupils with SEND, so that they are aware of the strategies that are being used and are involved as partners in the process
- liaising with outside agencies, arranging meetings, and providing a link between these agencies, class teachers and parents
- maintaining the school's SEND record and associated files
- assisting in the monitoring and evaluation process of pupils with SEND through the use of school assessment information
- contributing to in-service training of staff
- liaising with SENDCOs in other schools to help provide a smooth transition from one school to another
- developing good practice within a network of schools
- producing reports for the governors
- ensuring the Stapeley Broad Lane SEND Report is maintained and up-to-date

Class teachers are responsible for:

- teaching pupils with SEND in the classroom and providing an appropriately adapted and/or differentiated curriculum
- facilitating pupil progress by having an awareness of next steps and targets.
- regularly updating plans with SMART targets that are personalised to support the pupil's progression.
- sharing these plans with TAs.
- making themselves aware of the policy and the procedures for identification, monitoring and supporting pupils with SEND

- liaising with others (including SENDCO, headteacher) to seek appropriate advice, information, resources and training to enable them to teach all children effectively.
- Follow the APDR cycle when following the Graduated Approach to supporting children with SEND and those being monitored.
- giving feedback to parents/carers of pupils with SEND

Teaching Assistants should:

- be fully aware of this policy and the procedures for identifying, assessing and making provision for pupils with SEND
- assist in making provision for the individual needs of pupils identified as having SEND, whether in class, small groups or 1:1.
- use the school's procedures for giving feedback to teachers about pupils' responses to tasks and strategies

Storing and managing information

Confidential documents are stored digitally and uploaded to CPOMS. Where physical copies need to be retained, they are stored in a lockable cabinet. Details about how long information is kept, when it is destroyed, passed on, stored etc can be found in the Data Protection (GDPR) policy on the school website.

Accessibility

See accessibility plan

Dealing with Complaints

See complaints policy

This policy is kept under review by the SENDCO. This policy will be reviewed annually.