

# Special Educational Needs (SEN) Information Report

**2023 – 2024**

Adopted by

**St Matthias CE Primary School**



This report is reviewed and updated annually by the Trust's Special Educational Needs and Disabilities Lead, Dan McEvilly. It is approved annually by the Trust and adapted and implemented by the Trust schools.

This document provides information about how the school identifies and supports children with Special Educational Needs and Disabilities (SEND)

This report has been written in conjunction with SEND Code of Practice 2015 and the Children and Family Act 2014.

Reviewed: September 2023  
Next Review: September 2024

In collaboration with



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# 1. Who is responsible for SEND at St Matthias CE Primary School?

Trust CEO Mr. G. Roberts	Trust SEND Lead Mr. D. McEvilly	Headteacher Mrs. V. Beale	School SENDCo Mrs. L. Joyce	Class/Form Teacher	School SEND Governor/ Trust SEND Trustee
<p>Day to day management of all aspects of the Trust, including the provision made for children with SEND.</p> <p>Working with the Trustees and Trust SEND Lead to ensure all schools complies with both the Children and Families Act (2014) and the Equality Act (2010) with regard to reasonable adjustments.</p>	<p>Update the Trust's SEN Policy, SEN Information Report annually.</p> <p>Supporting the school SENDCo in monitoring SEND provision in their settings.</p> <p>Keep up to date with current legislation and pass this on to relevant staff.</p> <p>Ensure all schools comply with relevant legislation (the SEND Code of Practice) and are aligned to Worcestershire's graduated response.</p> <p>Report information on the effectiveness of SEND provision to the Trustees.</p>	<p>Day to day management of all aspects of the school, including the provision made for children with SEND.</p> <p>Working with the school governors and SENDCo to ensure the school complies with both the Children and Families Act (2014) and the Equality Act (2010) with regard to reasonable adjustments and access arrangements.</p>	<p>Overseeing the day to day implementation of the Trust's SEN policy.</p> <p>Coordinating provision, support and monitoring children with SEND.</p> <p>Working in partnership with parents of children with SEND.</p> <p>Working in partnership with early years providers, other schools, educational psychologists, health and social care professionals and independent or voluntary bodies.</p>	<p>Adapting the curriculum to respond to the strengths and needs of all children including those with SEND.</p> <p>Monitoring the progress of all children including those with SEND and identifying any additional support required.</p> <p>Contributing to assessments or referrals to outside agencies either through conversations with the SENDCo and other professionals or through completing assessment forms, questionnaires etc.</p>	<p>Ensure the Trust's SEN Policy, SEN Information Report and each school's Accessibility Plan are reviewed and updated annually.</p> <p>Monitor the effectiveness of the deployment of the school's delegated SEND budget.</p> <p>Working with the CEO and heads of school to ensure the school complies relevant legislation – the SEND Code of Practice and Worcestershire Graduated Response.</p>

## 2. School

The St Matthias CE Primary School SEND policy is updated by the Trust's SEND Lead every 12 months in line with the government's policy. This policy can be found on the school's policies page on their website.

Below are the key contacts within school and their email addresses should you have any concerns about SEND provision.

School SEND Governor	Mr. A. Hudson	Date of policy:	September 2023	Review date	September 2024
Trust SEND Lead	Mr. Daniel McEvilly BA(hons), MA, MDG - <a href="mailto:dmcevilly@spiretrust.co.uk">dmcevilly@spiretrust.co.uk</a>				
School SENDCo	Mrs. L. Joyce – <a href="mailto:admin@stmatthias.worcs.sch.uk">admin@stmatthias.worcs.sch.uk</a>				

## 3. What kinds of SEND are provided for at St Matthias CE Primary School?

The SEN Code of Practice (2015) identifies four main categories of need: Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health and Sensory and/or Physical.

St Matthias CE Primary School supports children with a wide range of needs. Sometimes children may have needs that fall into more than one category below.

For example, a child with autism may also experience difficulties with anxiety and would therefore have needs in Communication and Interaction and Social, Emotional and Mental Health. Below are just some examples of difficulties that fall under these categories.

## Communication and Interaction

- Difficulties in communicating with others
- Difficulties with social interactions
- Difficulty saying what they want to, understanding what is said to them, not understanding social rules of communication
- Children with Autism are likely to have difficulty with **social interaction**
- **Flexibility** of thought
- Forming meaningful relationships

## Cognition and Learning

- Learning at a slower pace than their peers
- Moderate Learning Difficulties (MLD)
- Severe Learning Difficulties (SLD)
- Profound and Multiple Difficulties (PMLD)
- Specific Learning Difficulties (SpLD) such as dyslexia, dyscalculia and dyspraxia

## Social, Emotional and Mental Health

- May demonstrate challenging, disruptive or disturbing behaviour
- Emotional wellbeing and mental health including: Anxiety or depression, Self-harming and Eating disorders
- Attachment disorder
- Attention Defecit Hyperactivity Disorder (ADHD) or Attention Defecit Disorder (ADD)
- Developmental trauma
- Neurodevelopmental difficulties

## Sensory and/or Physical

- Disability that prevents a child from accessing the educational facilities
- Vision Impairment (VI)
- Hearing Impairment (HI)
- Multi-sensory Impairment (MSI)
- Physical Disability (PD)

## 4. How does St Matthias CE Primary School identify and assess children with SEND?

The Code of Practice (2015) section 6.15 states that

*“A pupil has SEN where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age. Making higher quality teaching normally available to the whole class is likely to mean that fewer pupils will require such support.”*

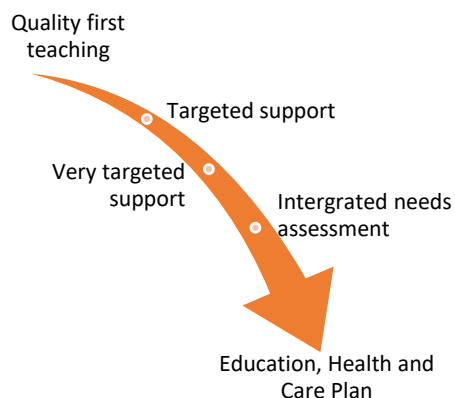
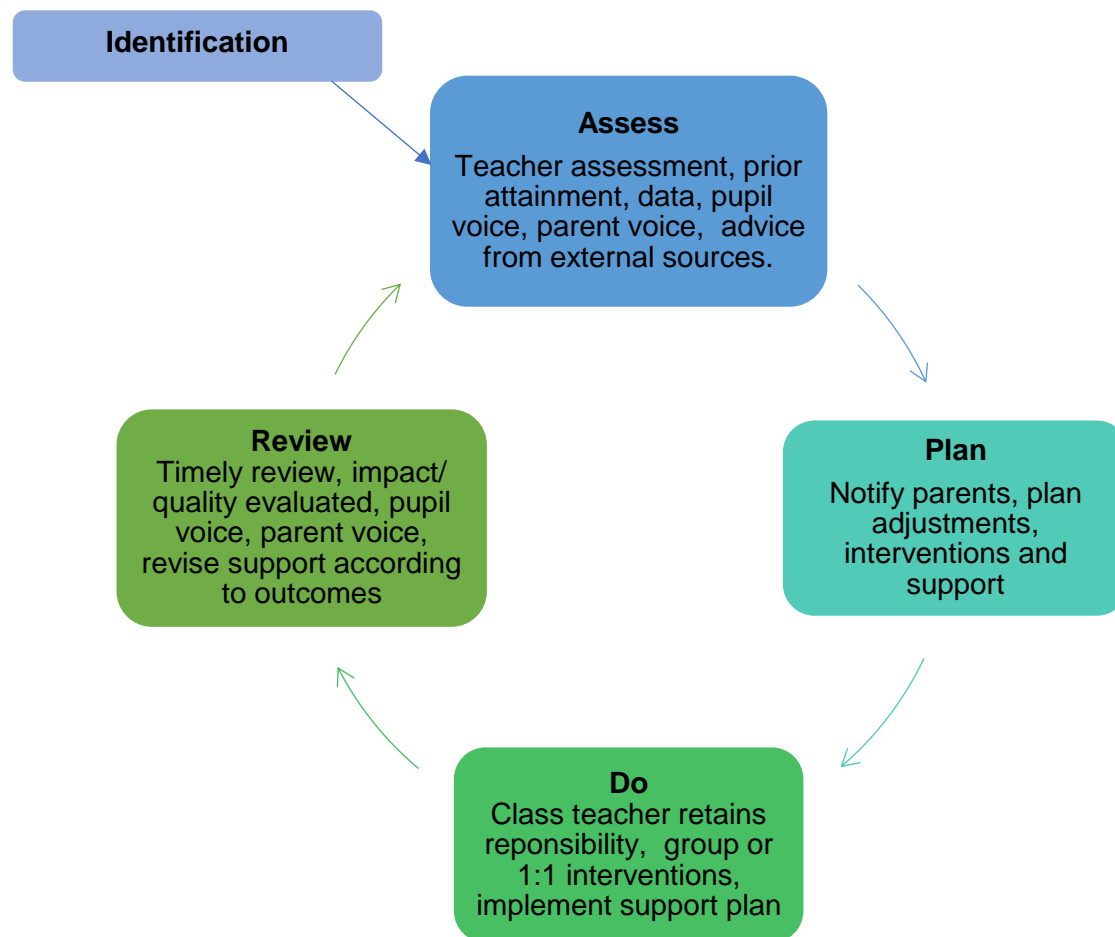
The Equality Act 2010 definition of a disability is:

*“A person has a disability for the purposes of this act if (s) he has a physical or mental impairment which has a substantial and long-term adverse effect on his ability to carry out normal day-to-day activities.” Section 1 (1) DDA 1995*

The early identification of pupils with SEND is a priority for us as a School. Children are identified as having SEND through a variety of ways, (usually a combination), which may include some of the following:

- Liaison with previous school or pre-school setting,
- Child is performing significantly below age related levels (or equivalent e.g. percentile rankings),
- Concerns raised by a parent,
- Concerns raised by a teacher,
- Liaison with external agencies such as Educational Psychologists, Speech and Language Therapist, Occupational Therapist, Learning Support Teacher, Complex Communication Needs Team, School Nurse,
- Tools for assessing difficulties e.g. standardised tests, Dyslexia Pathway, Dyspraxia Motorway, Strengths and Difficulties Questionnaire,

If there are concerns about a child at St Matthias CE Primary School, including those who are looked after by the local authority, the teachers will discuss this with the SENDCo to try and identify what specific difficulties they are having. If the child is looked after by the local authority this process will also include the teacher who is designated to lead support for looked after children. The teacher may be advised to make adaptations to the learning environment, lesson planning and resourcing to try and remove any barriers to learning. Quality First Teaching (QFT) is often enough for most children to make good progress. Should the changes made to QFT not have the desired effect on the child's progress, the model of **Assess, Plan, Do, Review** will be followed by the school to assess the child's needs, plan interventions/provisions to support them, do the actions in the plan and then review the impact. This is a cyclical model which is shown in the diagram opposite. Where, despite the school taking relevant and purposeful action to identify, assess and meet the special educational needs of the child, the child has not made expected progress, the school may decide that it is necessary to request an integrated needs assessment from the local authority in alignment with Worcestershire's graduated response policy. Providing student's meet Worcestershire's criteria for assessment, this is the first step to getting an Education, Health and Care Plan (EHCP). Parents can request an EHC assessment at any time if



they feel that their child needs a full assessment of their needs. Parents can find more information about the process at <https://www.ipsea.org.uk/ehc-needs-assessments>. Further information is also available on the Worcestershire SEND Services website:

[http://www.worcestershire.gov.uk/info/20613/send\\_school\\_provision\\_and\\_education\\_health\\_care\\_plans\\_ehcp](http://www.worcestershire.gov.uk/info/20613/send_school_provision_and_education_health_care_plans_ehcp)

## 5. How does St Matthias CE Primary School consult parents of children with SEND and children with SEND and involve them in their education?

**Parents:** At St Matthias CE Primary School we value the contribution that parents can make to their child's education.

Parents are experts when it comes to their children and we will always listen to any concerns you may have about your child. In the first instance, the class teacher is the main contact as they work with your child every day.

Class teachers are available for a brief, informal discussion at the end of each school day, or you can make an appointment to see them if you feel you need more time to discuss any concerns. Over the course of the year there are multiple parents' evenings and you will also receive reports at set points. For children on the school's SEND Register, you are offered a termly meeting with your child's class teacher to review your child's current learning plan and be part of designing the next one. Where a child has an EHCP the SENDCo may also be involved in this meeting.

All children on the SEND register will also have a one page profile which will be shared with the child, parents and school staff who work closely with your child. The one page profiles will contain information about how everyone involved in your child's education can support them effectively and how they will help themselves. This will be updated termly at learning plan meetings.

**Children:** School staff aim to include your child's views wherever possible when planning provision to meet their needs. Children are given regular verbal and written feedback and have daily conversations with their teachers about their learning.

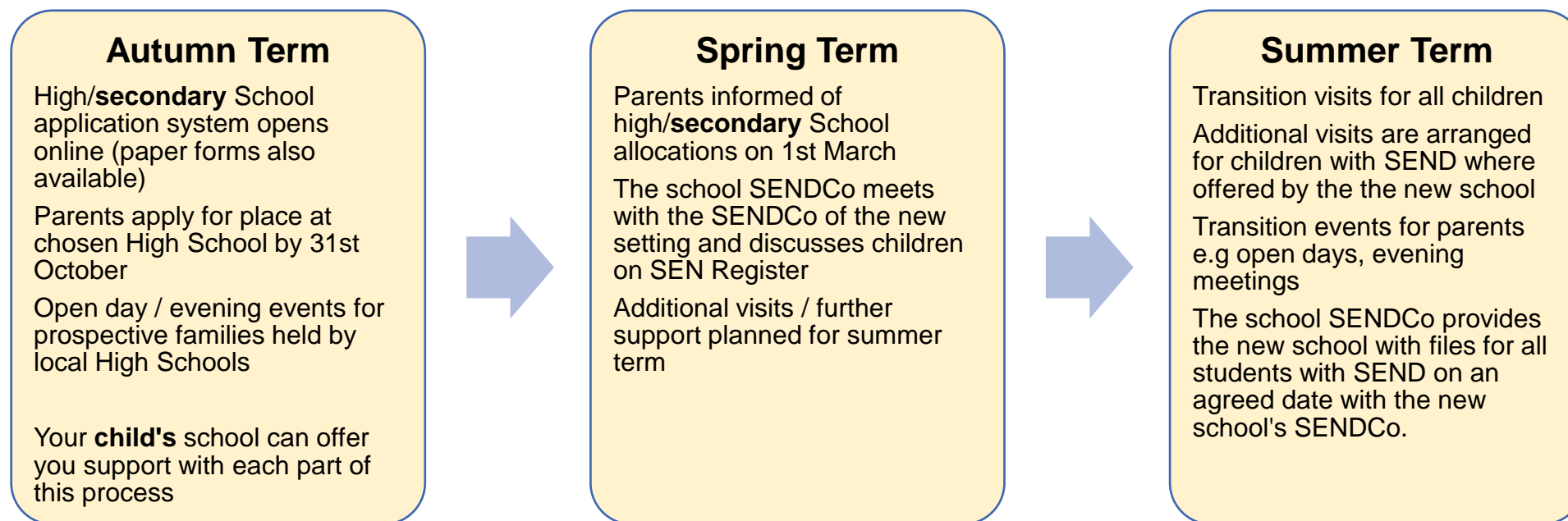
As a school we encourage parents to bring their child to their parents' evening appointments so that teachers can share their successes and targets with the child together with their parents. One page profiles are created by the class teacher and where appropriate the child and they have a say about what information the profile contains. They have an opportunity to say what helps them with their learning, which is then shared with all staff who work with the child.

Each school has a School Parliament/council which has representatives from every class. We ensure that the School Parliament/council is representative of the community it serves and ensure that children with SEND have an opportunity to stand for this and be voted in by their peers.





## 6. What does St Matthias CE Primary School do to prepare children with SEND for transition to their next school?



## 7. What approach does St Matthias CE Primary School take to teaching children with SEND?

Our teachers are skilled in adapting teaching and learning to meet the diverse range of needs in class. When planning lessons, teachers consider individual children's needs and requirements. Adaptation is approached in a range of ways to support access and ensure that all pupils can experience success and challenge in their learning. Where available, additional adults are used appropriately to help groups and individual pupils with a long-term aim of developing independent learning skills. Teachers and teaching assistants work with a range of groups over the course of the week to ensure that children don't become reliant on adult support. This support is monitored through book scrutinises, learning walks and lesson visits.

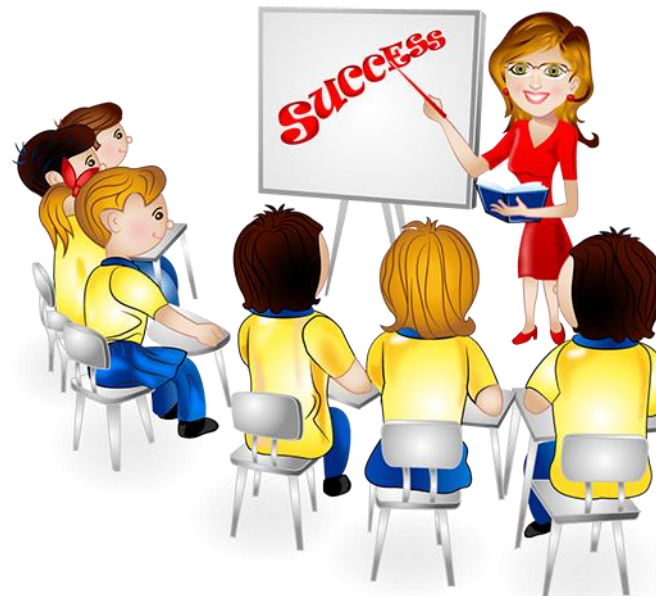
**Quality First Teaching (QFT)** strategies are used to ensure all children have access to the curriculum alongside their peer group. This includes, but is not limited, to the following strategies:

- |   |                                     |  |  |
|---|-------------------------------------|--|--|
| • Adapted lesson planning by level / outcome / pitch / pace and support | • Visual Timetables                 | • Sensory/Fiddle toys  | • Access to ICT to support learning            |
| • Ongoing assessment  | • Word banks                        | • Mixed attainment grouping  | • Additional adults deployed effectively       |
| • Clear learning objectives and success criteria                        | • Differentiated homework tasks     | • Daily Word Aware vocabulary teaching   | • Clear routines, structured tasks and rewards |
| • Adjusted lesson pace  | • Access to online learning at home | • Wobble cushions / sensory equipment  | • Engagement with parents                      |
| • Visual supports   | • Targeted catch-up interventions   | • Facilities in school to address personal care, dietary, toileting, medication needs and mobility support | • Liaison with the SENDCo                      |
| • Learning Partners   | • Small group teaching              |  | • Teacher repetition / reinforcement           |
| • Dyslexia Friendly Practice  | • Quiet area to work                |  |  |
|   | • Pre and post-teaching of concepts |  |  |

## 8. What expertise and training do the staff have to support children with SEND?

All staff working at St Matthias CE Primary School receive regular training in school during staff meetings, 'twilights', 5 x Teacher Education Days (TED) across the year, online courses and through external providers. Training is carefully planned to address areas of expertise that require development, students' needs and to ensure ongoing updates to training previously covered.

Training can be delivered by a variety of different people such as: school/trust staff, Speech and Language Therapists, Chadsgrove Specialist Teachers, Educational Psychologists and other outside professional agencies. St Matthias CE Primary School are also part of the Worcestershire and Chadsgrove SENDCo Network and all the SENDCo staff attend regular meetings and conferences with colleagues from across the county to share good practice and to keep up to date with developments within SEND.



The following SEND training and qualifications have been undertaken by the staff at St Matthias CE Primary School. Each school does also have access to the expertise at other schools within the Trust:

Trust SEND Lead Mr. Daniel McEvilly – National Award in Special Educational Needs Co-ordination (NASENCO), PGCert: SpLD (Dyslexia), PGCert: SpLD (Dyscalculia), Assessment Practicing Certificate (APC), MA in Education with a focus on Dyslexia Friendly Practice, Girls with Autism, Target 2 Safeguarding, Chadsgrove Network conference, Emotional Based School Avoidance.

School SENDCo: Mrs. L. Joyce  
Training undertaken:

Chadsgrove Network conference  
Chadsgrove- The Autism Spectrum Dual Diagnosis and PDA  
Chadsgrove- Including Pupils with ADHD in Primary Schools  
Chadsgrove- Making Sense of Autism Training

WCF- SENCo Network Conference  
WCF- Training for New SENCos- Introduction to Practice  
WCF- Emotional Regulation

EDUK Preparing for Inspection of SEND provision  
EDUK New to the Role of SENCO - CPD Certified

### **Whole staff or individual staff training**

St Matthias CE Primary School whole staff and individual staff SEND training are kept in a CPD log with the CPD lead

### **Whole School**

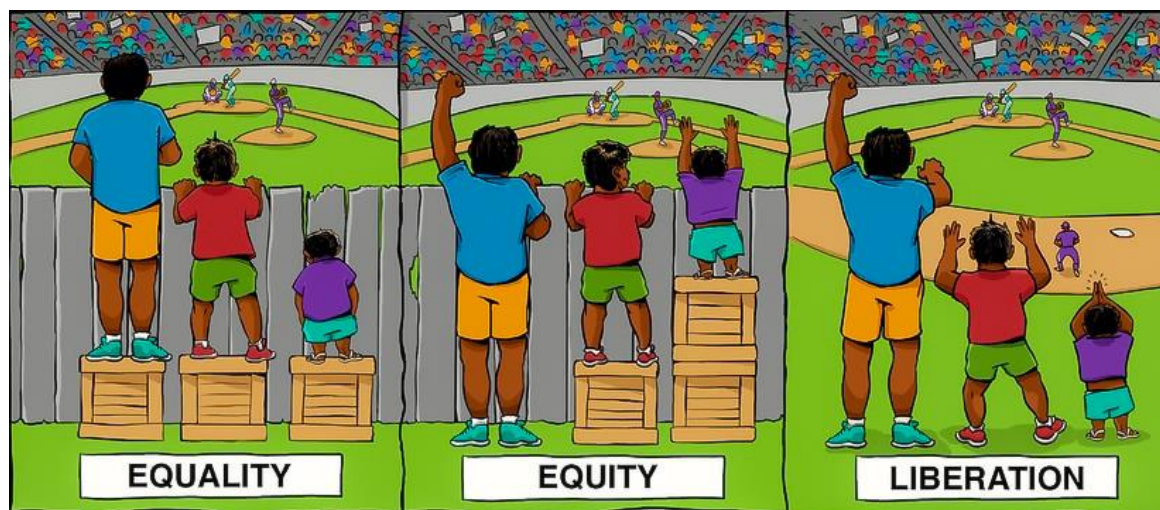
Trauma Informed School Training  
(3 sessions)  
Autism Training- WCF  
Behaviour Training by Pupil Referral Unit

### **Teaching staff**

Narrative training –  
Speech and language Team  
Mindfulness Training-  
Educational Psychologist

## 9. What does St Matthias CE Primary School do to ensure children with SEND can access all activities?

School staff are experienced at developing appropriate adaptations to both the curriculum and to the resources used in order to enable all children to fully access the opportunities available to them. When planning the curriculum, staff consider access for all children to ensure that they can take part in all activities. Quality First Teaching (see section 6) ensures that children's individual needs are planned for with additional adult support, adapted tasks or additional resources put in place where necessary. Where an activity is taking place off-site, consideration is given to ensuring access for all children and any required adaptations or additional staffing requirements are accounted for. Adult to child ratios are carefully planned to ensure adequate staffing at all times whilst off-site. A Risk Assessment is carried out by the lead teacher in consultation with senior leaders and the School SENDCo if necessary, to ensure adaptations or additional support required is provided for the inclusion of children with SEND.



## 10. What support is there for improving emotional and social development?

*“The anxious child is not a learning child”*

We take a whole school approach to improving emotional and social development at St Matthias CE Primary School. Through our Christian values, trauma informed schools and relationship-based approaches we ensure a holistic method is used when developing positive, social emotional wellbeing and development.

Staff are skilled in identifying social and emotional difficulties in children and we have a trained Youth Mental Health First Aider on each site. Children are encouraged to discuss any worries or concerns with a trusted adult in school so that they can be dealt with promptly. This means that they do not manifest into more serious difficulties. We have a number of interventions available within school to support the development of positive social skills such as qualified Trauma Informed School staff, Talkabout for Children, break and lunchtime clubs, tailored transition support programmes, social stories and home/school contact books where appropriate.

In addition, the school calls on the expertise of outside agency support such as the complex communication needs team and Early Help Support Workers who can offer individual support to children and their families around their social, emotional mental health. In addition, we work with a local charities who offer support for identified children. We are also able to offer therapy for children who may have experienced trauma or bereavement through external providers such as Dramatherapy, Footsteps or St Richards Hospice.

Should a child's emotional needs affect their mental health, we may make a referral to the Childhood and Adolescent Mental Health Service (CAMHS) in consultation with parents / guardians. The Trust takes all reports of bullying seriously and deals with reports appropriately. For further details, please see your schools Anti-Bullying Policy.





## 11. How does St Matthias CE Primary School involve others in meeting the needs of children with SEND and their families?

In some cases, outside professionals from education, health or social care may already be involved with the child. Where these professionals have not already been working with the school staff, the SENDCo may refer them should the school and parents feel this is appropriate. Any involvement of outside agencies is with the consent of parents and following ongoing discussions with all concerned. The SENDCo will support the further assessment of the child, coordinating the completion of referral paperwork and assisting in planning future support for them in discussion with colleagues and monitoring the action taken. The child's teachers will remain responsible for working with the child on a day to day basis and for planning and delivering an individualised programme appropriate to their needs. The class teacher is the first port of call if you have concerns about your child's development. Parents will always be consulted and kept informed of the action taken to help the child and of the outcome of this action.

As a school we have developed close working relationships with a number of outside agencies and work closely with the following organisations / agencies (and others where appropriate) in order to identify areas of need and make recommendations for any adaptations to provision. These recommendations then form part of the student's next learning plan and one page profile.

Speech and Language Therapy	Chadsgrove Outreach Services	Independent Behaviour Consultants
The Beacon/Perryfields Pupil Referral Unit	Educational Psychologist	Aspire Academy
Occupational Therapists	Visual and Hearing Impairment Specialists	Physical Disabilities Outreach
Fort Royal Special School Outreach Team	Perryfields Pupil Referral Unit	
CAMHS	Early Help and Targeted Family Support Workers	Mentor Link
Play Therapy / Counselling	ContinU Plus Academy	School Nurse
		The Forge Pupil Referral Unit

## **12. What should I do if I have a complaint about the provision for children with SEND?**

At St Matthias CE Primary School, we are proud of our provision for children with SEND. All staff share a commitment to ensuring every child's needs are met and strive for excellence in the provision for all children that we work with. If a parent feels that the provision that their child receives falls short of our very high expectations, this should be raised with the class teacher in the first instance. Should the matter remain unresolved, parents are able to make an appointment with the SENDCo via the school office either for a telephone call or a face to face meeting. In addition, any concerns can also be raised with the Headteacher or senior leadership team. In the unlikely event that a parent feels that the matter is not resolved in a satisfactory way they should follow their school's policy for complaints which can be found on the school website or a paper copy can be requested from the school office.

## **13. Where can Worcestershire's Local Offer be found?**

Worcestershire's Graduated Response Document Can be found here: <https://www.worcestershire.gov.uk/graduatedresponse>



## 14. Further information:



Sometimes parents may wish to access information independently and find websites a useful source of information. Whilst The Spire does not recommend or endorse any sites or the views expressed within them, the following links may prove useful:

<https://www.hacw.nhs.uk/our-services/speech-language-therapy/childrens/> - The website for Worcestershire Speech and Language service.

[www.ipsea.org.uk](http://www.ipsea.org.uk) – A useful site for free, legally based Special Education advice

<http://www.hwsendiass.co.uk/> - SEND Information, Advice and Support service offering impartial and neutral advice.

[www.autism.org.uk](http://www.autism.org.uk) – The National Autistic Society website, the main UK charity for supporting people with ASD and their families

[www.attentionautism.com](http://www.attentionautism.com) – For more information on Attention Autism and how you can support your child to develop attention and turn-taking skills

[www.widgit.com/resources](http://www.widgit.com/resources) - Symbolled resources for different topics and areas of life, including resources for fire safety and about visiting the doctors/dentists

[www.autismuk.com](http://www.autismuk.com) – Lots of information on ASD

<https://www.autismwestmidlands.org.uk/> – Lots of information on ASD and where to get local advice and support

[www.downs-syndrome.org.uk](http://www.downs-syndrome.org.uk) – Advice and support, including booklets to help with independent toileting, sleeping and managing behaviour

[www.autismspeaks.org](http://www.autismspeaks.org) – A comprehensive site, with a useful resource library

<https://www.hacw.nhs.uk/services/service/umbrella-service-125/> - Umbrella Neurodevelopment pathway

<https://www.bdadyslexia.org.uk/> - Lots of information about how to support learners with Dyslexia.

<http://www.thedyslexia-spldtrust.org.uk/> - Lots more information about how to support learners with Dyslexia.

## 15. Glossary / Abbreviations:

The SEND process can be full of acronyms which can make understanding it even more difficult. Here is a set of the most common acronyms:

<b><u>Acronyms</u></b>	<b><u>Full name</u></b>	<b><u>Acronyms</u></b>	<b><u>Full name</u></b>
ADHD	Attention deficit hyperactivity disorder	LO	Local Offer
ASD	Autistic spectrum disorder	MLD	Moderate learning difficulties
CP	Cerebral palsy	OCD	Obsessive compulsive disorder
CAMHS	Child and Adolescent Mental Health Service	OT	Occupational Therapist
CCN	Complex Communication Needs	PDA	Pathological demand avoidance
CF	Cystic fibrosis	PMLD	Profound and multiple learning disability
EHCP	Education, Health and Care Plan	PT	Physiotherapists
EP	Educational psychologist	PRU	Pupil Referral Units
EWO	Education Welfare Officer	SALT	Speech and Language Therapists
EYFS	Early years foundation stage	SEND	Special educational needs and Disabilities
HI	Hearing impairment	SEMH	Social, Emotional, Mental Health
LA	Local authority	SENDCo	Special Educational Needs and Disabilities Co-ordinator
LST	Learning Support Team	VI	Visual impairment