



**Oak Tree**  
Primary School

**Special Educational Needs  
Information Report  
2026-2027**

**Written by: Miss K Woods,  
SENDCO**

Approved by Board of Trustees 24 Sep 2026

# 1. What is SEND?

SEND stands for **Special Educational Needs and/or Disability**. A pupil is identified as having SEND when they have a learning difficulty or disability that requires **special educational provision** beyond what is typically offered in mainstream settings. Examples include:

- **Communication & Interaction** – e.g., Autistic Spectrum Condition, speech and language difficulties
- **Cognition & Learning** – e.g., Dyslexia, moderate learning difficulties
- **Social, Emotional & Mental Health** – e.g., ADHD, attachment difficulties
- **Sensory & Physical Needs** – e.g., visual/hearing impairments, epilepsy

## 2. How we identify SEND

Teachers monitor every pupil's progress through:

- Daily classroom observations
- Work scrutiny
- School-based assessments
- SENDCO assessments
- Information from previous settings
- Discussions with adults working with the child

Concerns arise when progress is:

- Significantly slower than peers
- Not improving at an expected rate
- Not closing the attainment gap

Parents are encouraged to speak with the class teacher first.

“Each class teacher will track every pupil using a variety of methods...”

## 3. SEND provision at Oak Tree Primary

Provision follows the **SEND Code of Practice (0–25)**. Examples include:

- Adapted work and scaffolds
- Differentiated teaching approaches
- Small-group or 1:1 adult support
- Individual Maths/English support
- Learning Plans with specific targets
- Visual supports and alternative recording methods
- Specialist equipment and environmental adaptations
- Advice from external professionals

## 4. Our SENDCO

Our SENDCO is **Miss Katy Woods**, an experienced teacher and SEND practitioner. She holds the **National Award for SEN Coordination** and the **NPQ SENCO Award**. Contact: **SENDCO@oaktreeprimary.co.uk** or **01444 233 368**.

## 5. Admissions for pupils with disabilities

Admissions follow the **Equality Act 2010** and the same criteria applied to all pupils. The Local Authority manages applications.

We make **reasonable adjustments** to ensure no child is disadvantaged. Existing accessibility features include:

- Wheelchair access at the main entrance
- Step-free access to the hall
- Exterior lighting
- Disabled toilet with changing facilities

## 6. Working with parents

We value strong partnerships with families. We:

- Listen to parents' views
- Hold regular meetings with SENDCO/class teachers
- Share targets and curriculum information
- Provide guidance to help parents make informed decisions
- Signpost to support groups (Reaching Families, Early Help)
- Provide annual progress reports

Early discussions ensure shared understanding of strengths, needs, outcomes and next steps.

“Notes of these early discussions will be added to the pupil’s record...”

## 7. Tracking progress

Progress is monitored through:

- Regular assessments
- Standardised tests
- Individual SEND targets reviewed three times a year
- Intervention monitoring
- Pupil progress meetings
- Annual Reviews for pupils with EHCPs

## 8. Staff training

All staff receive ongoing SEND training. Recent training includes:

- Language Link & Speech Link
- Autism awareness
- Sensory processing support
- Dyslexia awareness
- Anxiety and resilience support
- EAL strategies
- Medical training (Asthma, Allergy, Epipen, Diabetes, Epilepsy)

## 9. Specialist external support

We work with a wide range of agencies, including:

| Agency or service                           | Who they work with                                                                                                                                                                  | How the school contact them                                                                                                                                                                                                                       |
|---------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Speech and Language Therapy Service (SALT)  | Children or young people with a high level of speech and language difficulties.                                                                                                     | School has an allocated Link speech and language therapist who we will contact after a parent or carer signs a referral form.<br><br>Referrals may also be made by other services such as school nurse or GP. SALT will always seek school views. |
| Autism and Social Communication Team (ASCT) | ASCT Advisory Teacher (AT) observes the pupil, discusses with SENDCO, and may meet parents to support communication and interaction needs. Referrals are prioritised by the SENDCO. | School has an allocated AT who they will contact. Pupil views and parental consent are required.                                                                                                                                                  |
| Learning and Behaviour Team (LBAT)          | LBAT AT observes pupils, discusses with SENDCO, and may meet parents to support behaviour or learning needs. Referrals are prioritised by the SENDCO.                               | School has an allocated AT who they will contact. Pupil views and parental consent are required.                                                                                                                                                  |

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| Educational Psychology Service (EPS)               | <p>For children with more complex educational needs. The SENDCO can request a 30 minute telephone consultation about a pupil or specific issue in school. The SENDCO also has an Annual Planning Meeting or takes part in regular Practice Circle meetings. Individual cases are discussed at both meetings. Referrals are prioritised by the SENDCO.</p> <p>An EP will always be involved with a child or young person who is assessed for an Education, Health and Care Plan (EHCP).</p> | <p>Referral made to Local Authority (LA) by SENDCO. Referral requires details about attendance, behaviour and attainment/progress. Pupil views and parental consent required.</p>                                                                   |
| School Nurse                                       | <p>Children or young people with health needs such as eating, sleep and continence.</p>                                                                                                                                                                                                                                                                                                                                                                                                    | <p>School can refer to our allocated School Nurse, with parental consent.</p> <p>School can phone them for further support and general advice.</p>                                                                                                  |
| Occupational/Physiotherapy Therapy (OT/PT)         | <p>Children or young people with physical difficulties that require assessment or therapy.</p>                                                                                                                                                                                                                                                                                                                                                                                             | <p>School can refer directly to OT/PT services in the Child Development Centre (CDC).</p> <p>Parental consent is required.</p>                                                                                                                      |
| Child and Adolescent Mental Health Service (CAMHS) | <p>Doctors and therapists who help children and young people with mental health issues and assess/diagnose conditions such as ADHD.</p>                                                                                                                                                                                                                                                                                                                                                    | <p>Referrals must be made by a professional from health, social care or an educational setting. Pupil views and parental consent required.</p> <p>Referrals may also be made by other services such as GP. CAMHS will always seek school views.</p> |

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| Child Development Centre                                                  | A multidisciplinary team of paediatricians, OT, PTs, Audiologists and Specialist Speech and Language Therapists. This is the team where children under 11 are referred for social communication/autism spectrum condition assessments, as well as other developmental conditions..                                                                                                                                                        | <p>Referral made by the SENDCO. Referral requires details about attendance, behaviour and attainment/progress. Pupil views and parental consent required.</p> <p>Referrals may also be made by other services such as school nurse or GP. CDC will always seek school views.</p> |
| West Sussex Sensory Support Team                                          | Team consists of AT and specialist learning support staff to advise schools on provision for pupils with sensory impairments (e.g., visual/hearing) to support and promote the inclusion of children with sensory needs in a range of settings.                                                                                                                                                                                           | <p>Referrals made by the SENDCO, with parent consent.</p> <p>Referrals may also be made by other services such as GP/audiology/ ophthalmology who will then liaise with the school.</p>                                                                                          |
| Mental Health Support Team in Schools (MHST) (also known as Thought-Full) | The MHST is a NHS/County Council partnership service which delivers short-term interventions for pupils experiencing mild to moderate mental health difficulties. When a referral is accepted, a Mental Health practitioner will be assigned to complete a set number of sessions. This service is not always appropriate for more complex emotional, social or behavioural needs or needs arising from other conditions, such as autism. | <p>Referral can be made to the service by school (Senior Mental Health Leads (SMHL), SENDCO or pastoral lead). Pupil views and parental consent are required.</p> <p>Referrals may also be made by other services such as school nurse, CAMHS, social care or GP.</p>            |

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| Single Point of Access (SPOA) | The SPoA is a NHS/West Sussex County Council service which triages referrals for wellbeing and mental health support via this single team. Referrals are then directed towards various services from low-level support to Child and Adolescent Mental Health Services (CAMHS). | Referral can be made to the service by school, with parental consent.<br><br>Young people and parent/carers can also self-refer. |
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Each service requires parental consent and often pupil views.

“Referrals may also be made by other services such as school nurse or GP.”

## 10. Transitions

We provide tailored transition support:

- Nursery liaison and home visits for new starters
- In-school transition sessions and booklets
- Enhanced secondary transition for SEND/vulnerable pupils
- Information sharing with new settings
- Supported visits for specialist placements

## 11. Parent support services

Key organisations include:

- **SENDIASS** – Advice on SEND law and processes
- **SENAT** – EHCP assessments and reviews
- **WSPCF** – Parent-carer representation and support
- **Reaching Families** – Training, advice and resources
- **Aspens** – Behaviour support, workshops and clubs

| Agency                                                                                                    | How they support parents                                                                                                                                                                      | How to contact them                                                                                                                               |
|-----------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------|
| Special Educational Needs and Disability Information and Disability Advice and Support Service (SENDIASS) | Special Educational Needs and Disability Information and Disability Advice and Support Service exists to explain special educational needs procedures and to help parents understand the law. | Call: 0330 222 8555 (open 9am – 4pm, Mon – Fri).<br>Email directly:<br><a href="mailto:send.ias@westsussex.gov.uk">send.ias@westsussex.gov.uk</a> |

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|-------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| Special Education Needs Assessment Team (SENAT) | SENAT is responsible for considering requests for EHC needs assessments, for conducting these assessments and for monitoring and reviewing children and young people who have EHCPs.                                                                                          | Contact Team NORTH: Email: SENAT.North@westsussex.gov.uk<br>Tel: 03302222722                                                   |
| West Sussex Parent Carer Forum (WSPCF)          | WSPCF is an independent charity run mostly by parent volunteers; they represent parent/carers views to various organisations and professional bodies to improve local authority/education/health/social care services for disabled children, young people and their families. | Email: office@wspcf.org.uk<br>Website: www.wspcf.org.uk<br>Address: 49 Beach Rd, Littlehampton BN17 5JG<br>Phone: 01903 726188 |
| Reaching Families                               | A parent-led support group offering advice, information, training and support to the parents and carers of children with special educational needs/disabilities in West Sussex.                                                                                               | Dove Lodge,<br>49 Beach Road,<br>Littlehampton.<br>BN17 5JG<br>Tel: 01903 366360<br>admin@reachingfamilies.org.uk              |
| Aspens charities                                | It runs behavioural advice services, parent workshops, coffee mornings and clubs.                                                                                                                                                                                             | <a href="https://www.aspens.org.uk/">https://www.aspens.org.uk/</a>                                                            |

## 12. Complaints

Concerns should be raised with the class teacher first, then the SENDCO. If unresolved, parents may follow the school's complaints policy and contact the Headteacher.

## 13. Local Committee involvement

Our SEND link governor, **Mike Eve**, meets regularly with the SENDCO to:

- Monitor SEND provision
- Support staff understanding
- Ensure families access appropriate services
- Raise SEND matters at committee meetings

## **14. West Sussex Local Offer**

The Local Offer is available at: <https://westsussex.local-offer.org> It connects families with SEND services, support groups and specialist provision.