

Manor Field
PRIMARY SCHOOL
Respect Believe Achieve



Special Educational Needs Information Report

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What is SEND?

SEND stands for Special Educational Needs and/or Disability.

A pupil has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. They have a learning difficulty or disability if they have:

- A significantly greater difficulty in learning than the majority of others of the same age, or
- 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

Special educational provision is educational provision that is **additional to, or different from**, that made generally for other children or young people of the same age by mainstream schools.

Our school currently provides additional and/or different provision for a range of needs which fall under the following four broad areas:

- **Communication and Interaction**, for example, Autistic Spectrum Condition, speech and language difficulties
- **Cognition and Learning**, for example, moderate and multiple learning difficulties, Dyslexia, Developmental Coordination Disorder (Dyspraxia)
- **Social, Emotional and Mental Health difficulties**, for example, attachment disorder, Attention Deficit Hyperactivity Disorder (ADHD)
- **SENsory and/or Physical needs**, for example, visual impairments, hearing impairments, epilepsy.


How does the school identify a pupil as having Special Educational Needs?

Here at Manor Field, all pupils are monitored carefully on their progress across the school. Each class teacher will track every pupil using a variety of methods:

- Day to day observations in the classroom
- Scrutiny of children's work
- School based test results
- Assessments carried out by the SENDCO
- Information from previous schools or settings
- Discussions with adults who work with the child

From these observations they will identify any whose progress

- Is significantly slower than that of their peers
- Fails to match or better the child's previous rate of progress
- Fails to close the gap between the child and their peers

If you are concerned about your child please do not hesitate to speak with their class teacher in the first instance, as set out in this roadmap:  Pupil and Parent Roadmap

What does the school offer for SEND pupils?

Manor Field follows the guidance given to schools in the SEND Code of Practice

<https://www.gov.uk/government/publications/SEND-code-of-practice-0-to-25>

Examples of provision include:

- Differentiated work and scaffolds that are accessible for every child based on their current attainment so they can make progress
- Teaching styles adapted to how children learn

- Extra adult support in small groups
- Extra adult support for individual targets set by outside agencies
- Individual Maths and English targets
- Assess, Plan, Do, Review sheets with specific targets
- The use of alternative ways of recording their work
- The use of visuals to support their learning and independence
- Specific interventions
- Adaptations to the school environment where possible and specialist equipment used
- Teachers seeking advice from professionals and specialist staff from outside agencies.

Does the school have a Special Educational Needs Co-ordinator? If so, who are they and how can I get in touch with them?

Our SENDCO is Dr Kirsty James. She holds a Ph.D. in History, is an experienced teacher and SEND practitioner. Dr James is completing the National Award for Special Educational Needs Coordination. She is also a member of the school leadership team and holds a National Professional Qualification for SENior Leadership in education. Dr James works full-time to manage the school's SEN provision. If you would like to contact her you can phone the school office on 01444 233 368 or email her at SENDCO@manorfieldschool.org

What are our admission arrangements for children with Disabilities?

The arrangements for the admission of pupils with special educational needs or disabilities to gain admission as pupils to Manor Field fall within our duties under the Equality Act 2010 and are the same as those applied to all pupils. Admission is in the first instance arranged by application to the Local Education Authority and is based on their criteria. If successful, Manor Field then receives notification that a child has been allocated a place. For admissions information, please visit the West Sussex Admissions website <https://www.westsussex.gov.uk/education-children-and-families/schools-and-colleges/school-places/>

We will use our best endeavours to ensure that no child is unable to attend Manor Field because of any special need or disability. In order to promote equality of opportunity for disabled children, we will make reasonable adjustments (including the provision of auxiliary aids and services) to prevent them being put under a disadvantage. In practice, we ensure that classroom and extra-curricular activities encourage the participation of all pupils, including those categorised as having Special Educational Needs and/or disabilities. We organise human and physical resources within the school to increase access to learning and participation by all pupils.

Existing facilities provided to assist access to the school by pupils with disabilities:

- Wheelchair access onto school grounds at the main entrance
- Step free access to the main hall
- Wheelchair access into the school at the main entrance
- Exterior lighting to improve evening access
- Disabled toilet with changing facility.

Please also see the Accessibility Policy on our school website.

How are parents involved with their child's educational needs?

At Manor Field, we are committed to working in partnership with parents and carers. We will:

- Listen to the wishes and feelings of parents
- Hold regular meetings with SENDCO, class teacher and/or support staff
- Share all targets so parents can see what their child is working on next
- Send out regular curriculum letters to inform parents of what will be going on during the term

- Provide parents with all the information and support necessary to allow them make their own decisions
- Signpost to parents groups, Reaching Families or Early Help for access to a Family Support Worker if needed
- Provide an annual report for parents on their child's progress.

We will have an early discussion with the pupil and their parents when identifying whether they need special educational provision. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account the parents' concerns
- We listen to the views of the
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

Notes of these early discussions will be added to the pupil's record and given to their parents. We will formally notify parents when it is decided that a pupil will receive SEND support and will be placed on the school's SEND register.

How does the school know how much progress is being made by pupils with Special Educational Needs?

All children's progress, including those with special educational needs, is tracked using the school's assessment tracking system. All pupils are assessed regularly using marking, observations and questioning as well as standardised tests. SEN pupils will also have individual targets that are reviewed at least three times a year. Interventions are monitored closely to ensure that pupils are making progress and that the interventions are working. All pupil's progress is discussed at pupil progress meetings with the class teacher and Senior Leaders and with parents at review meetings. Pupils with an Education, Health and Care Plan have an Annual Review meeting with the school's SENDCO, as well as other appropriate professionals.

What training do the staff have in relation to pupils with SEND?

At Manor Field we believe that all staff should be involved in supporting pupils with special educational needs and therefore ensure that all staff participate in appropriate training. As Manor Field is a THRIVE school, all staff have had the training to support the emotional development of all our pupils.

Other training has involved:-

- Language Link
- Speech Link
- Phonics
- Autism Awareness and setting up ASD aware classrooms
- Asthma, Allergy and EpiPen
- Supporting Sensory Processing differences and sensory circuits
- Building children's resilience
- Supporting children's anxiety
- Supporting children who have English as an Additional Language
- Dyslexia Awareness

We receive training on a regular basis and can access specific individual training from all outside agencies working with children under their care.

What specialist help can the school access to support my child?

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.	<p>School has an allocated Link speech and language therapist who we will contact after a parent or carer signs a referral form.</p> <p>Referrals may also be made by other services such as school nurse or GP. SALT will always seek school views.</p>
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.
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 issue. The SENDCO also has an Annual Planning Meeting (APM) where individual cases are discussed. 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>	Referral made to Local Authority (LA) by SENDCO. Referral requires details about attendance, behaviour and attainment/progress. Pupil views and parental consent required.

School Nurse	Children or young people with health needs such as eating, sleep and continence.	School can refer to our allocated School Nurse, with parental consent. School can phone them for further support and general advice.
Occupational/Physiotherapy Therapy (OT/PT)	Children or young people with physical difficulties that require assessment or therapy.	School can refer directly to OT/PT services in the Child Development Centre (CDC). Parental consent is required.
Child and Adolescent Mental Health Service (CAMHS)	Doctors and therapists who help children and young people with mental health issues and assess/diagnose conditions such as ADHD.	Referrals must be made by a professional from health, social care or an educational setting. Pupil views and parental consent required. Referrals may also be made by other services such as GP. CAMHS will always seek school views.
CDC	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..	Referral made by the SENDCO. Referral requires details about attendance, behaviour and attainment/progress. Pupil views and parental consent required. Referrals may also be made by other services such as school nurse or GP. CDC will always seek school views.
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.	Referrals made by the SENDCO, with parent consent. Referrals may also be made by other services such as GP/audiology/ ophthalmology who will then liaise with the school.

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. Manor Field has an Education Mental Health Practitioner one day a week. This service is not appropriate for more complex emotional, social or behavioural needs or needs arising from other conditions, such as autism.	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. Referrals may also be made by other services such as school nurse, CAMHS, social care or GP.
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. Young people and parent/carers can also self-refer.

How does the school support pupils with Special Educational Needs through transitions?

The school has well structured transition arrangements between year groups and Key Stages and these are adapted to suit each child's needs.

SEND children entering the Foundation Stage will be supported from their nursery setting by the Early Years' Teaching and Support Service. Children are invited to visit the school whilst still in their nursery to familiarise themselves with the adults in the environment. Home visits are an essential part in developing positive relationships between home and school.

Within school, children are moved from year group to year group following 'meet the teacher' sessions which are arranged for parents /carers. Transition booklets and additional visits with the teacher are also available.

The school liaises with each secondary school to plan a series of transition sessions, with additional provision for SEND/ additional needs / vulnerable pupils.

For pupils moving to a specialist placement, visits for the staff of the new placement to visit our school and transitional visits for our staff to escort the pupil to the new placement are arranged where possible.

Discussions with the new school will involve the SENDCO and any staff who has been working closely with the pupil. We will share information with the school or other setting the pupil is moving to. We will agree

with parents and pupils which information will be shared as part of this.

What support services are there for parents of pupils with SEND?

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). Email directly: send.ias@westsussex.gov.uk
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 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 Website: www.wspcf.org.uk Address: 49 Beach Rd, Littlehampton BN17 5JG 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, 49 Beach Road, Littlehampton. BN17 5JG Tel: 01903 366360 admin@reachingfamilies.org.uk
Aspens charities	It runs behavioural advice services, parent workshops, coffee mornings and clubs.	https://www.aspens.org.uk/

Who do I speak to if I have a complaint?

If you have any concerns regarding your child you should contact their class teacher in the first instance. If the issue is not resolved, you can then ask to speak to the SENDCO.

If you are still not satisfied, you can ask the school for a copy of the complaints policy and address any issues to the head teacher.

We will do everything we can to resolve the issue. Our school and governing body take complaints seriously and will act upon these on an individual basis.

How is the governing body involved in supporting pupils with SEND?

In our school we have a governor who is responsible for Special Educational Needs. Her name is Mrs Eileen Sharpe.

Her job is to meet with the SENDCO regularly to

- ensure that children, young people and families are being supported by the right services from in and outside of school
- visit the school, observe what happens in classrooms and meet with class teachers, support staff and children
- help to raise awareness of SEN issues at governing board meetings
- monitor the provision within the school and update the governing board on this.

How can parents find the West Sussex Local Offer?

The West Sussex Local Authority's Local Offer can be found at:

<https://westsussex.local-offer.org>

A local offer brings Parents & Carers of children and young people with SEND together with a wide and diverse range of Specialist or Targeted Service Providers.