



# Special Educational Needs and Disability Policy

St. Bernadette's Catholic Primary School

Approved by BoD: September 2025  
Policy Review Date : September 2026

**To ensure that every child experiences a broad, balanced and relevant curriculum in a happy, caring school, which bases all it does on a committed Catholic Foundation.**

### **Aims**

At St. Bernadette's School we want every child, including those with Special Educational Needs & Disabilities (SEND), to be happy, successful, self-confident and challenged. We want them to achieve their potential.

### **Definition of Special Educational Needs**

*A child or young person has special educational needs if he or she has a learning difficulty or disability, which calls for special educational provision to be made for him or her. A learning difficulty or disability is a significantly greater difficulty in learning than the majority of others of the same age. Special educational provision means educational or training provision that is additional to, or different from, that made generally for others of the same age in a mainstream setting in England (Code of Practice 2014).*

Many children and young people who have SEND may have a disability under the Equality Act 2010.

### **Definition of Disability**

*A physical or mental impairment, which has a long term and substantial adverse effect on their ability to carry out normal day-to-day activities. This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer.*

### **Special needs Aims**

- Be offered an education, which offers equal opportunities regardless of individual differences
- Have access to a broad and balanced curriculum, differentiated according to individual needs.
- Be assessed using suitable materials
- Be supported within the resources available, provided there is no educational disadvantage to other pupils within the school.
- Have the right, either directly or through their parents, to express a preference in relation to their educational needs and provision,
- Have their needs monitored and evaluated with programmes of work documented and records maintained.
- Have their needs reviewed half termly at pupil progress meetings.

### **Admission of SEND Children to the School**

The general presumption is that all children with SEND but without an Education, Health and Care Plan (EHCP) are welcome to apply for a place at our school, in line with the School's Admission Policy. For a child with an EHCP both the Local Authority and the Governors of St Bernadette's school must be agreement that the school will be able

to meet the needs of the child (Refer to SEND Code of Practice 2014).

### **Identification of a Child's Special Educational Needs**

Pupil's individual difficulties can be identified by any member of the staff team. The evidence is collected and the pupils are discussed individually at pupil progress meetings, these take place each half term.

Once concerns are raised, an information gathering process will take place. If the need is more than making adjustments, then the need will generally fall into one or more of the categories listed in the new SEND Code of Practice 2014; -

1. Communication and interaction
2. Cognition and learning
3. Social, mental and emotional health
4. SENDsory/physical

A graduated approach is then started to address specific issues, which are preventing the child from making good progress, and a plan of action is drawn up. We **assess**, we **plan**, we **do** and we **review** in collaboration with parents and pupils. These cycles last for a term. Interventions used will vary depending on the need.

Most children, after a period of intervention should make good progress. The child will continue to be monitored through the school tracking system.

However, if limited or no progress has been made then a decision will be made as to whether the child does have a Special Educational Need (*see definition above*). The child will then be added to our 'Special Educational Needs Register' and 'SEN support stage will commence.

At this stage, we will seek advice from external agencies such as; -

1. Cadmus Inclusion Support
2. Hearing Impairment team
3. Visual Impairment team
4. Educational Psychologist Service
5. Educational Welfare Officers
6. Physical and disability support service
7. School Nurse
8. CAMHS (Child & Adolescent Mental Health Service)

All assessments are reviewed regularly and records kept. The class teacher will always be the key person responsible for the child as they have the best overview, however, the SENDCO will be responsible for monitoring the provision. At this point, consideration is given to; -

- the Assess, Plan, Do, Review cycle
- how staff will be utilised to support a pupil
- what teaching strategies will be used

- what resources or programmes will be accessed
- how long the cycle will run for with a review date *given*
- review the cycle to monitor progress

For a very small percentage of pupils, whose are significant and complex and the special educational provision required to meet their needs cannot reasonably be provided from within the school's own resources, a request will be made to the local authority to conduct an assessment of education, health and care needs. This may result in an Education, Health Care (EHCP) Plan being provided, if the authority deem it to be necessary.

The child and his/her parents are involved in all stages in the Assess, Plan, Do, Review, cycle. A parent can decide to apply to Walsall SEND Team.

### **Allocation of Resources Matched to Children's Special Educational Needs.**

The school receives funding to respond to the needs of pupils with SEND from a number of sources:

- A proportion of the funds allocated per pupil to the school to provide for their education (the Age Weighted Pupil Unit)
- The Notional SEND budget
- In addition, for those pupils with the most complex needs, the school may be allocated Additional Educational Needs funding. This funding is then used to provide
- The equipment and facilities to support pupils with special educational needs and disabilities through:
  - Targeted differentiation to increase access to learning
  - In-class support from teaching assistants
  - Small group support from teaching assistants
  - Support from external agencies e.g. speech and language support, Behaviour Support Service, SEND inclusion support
  - Provision of specialist resources or equipment
  - CPD relating to SEND for staff

### **Accessibility of the School Environment**

The school has made the following adaptations to the school environment:

- Disabled parking spot marked and located next to the school reception
- The Key Stage 2 entrance has been modified for wheelchair access and permanent ramps allow access to other areas in school
- A disability toilet with a shower to ensure access for pupils and/or visiting adults
- We have wide doorways for wheelchair access

The School has a Disability Equality plan highlighting accessibility details.

### **The SENCo and the staff**

The SENCo working closely with the rest of the staff will share responsibility for:

- The day to day operation of the St Bernadette's Special Needs policy
- Liaising with parents

The SENCo will have responsibility for:

- Sharing information related to SEND with the Principal, Senior Leadership Tea, and

- all other members of staff
- Coordinating and action planning provision for pupils with Special Educational Needs, through Provision mapping.
- Monitoring and evaluating provision for pupils with Special Educational needs.
- Liaising with and advising teaching and support staff.
- Maintaining and overseeing records on all pupils with special educational needs.
- Contributing to the in-service training of staff.
- Liaising with external agencies.
- The SENCo will keep the Governing Body informed.

### **Teaching and learning support staff**

All teachers and learning support staff will be fully aware of school procedures for identifying, assessing and making provision for Special Educational Needs at St. Bernadette's Primary School.

### **Transition to/ from a new school**

A number of strategies are in place to enable effective pupil's transition. These include:

#### **On entry:**

- The SENDCO meets with all new parents of pupils who are known to have SEND to allow concerns to be raised and solutions to any perceived challenges to be located prior to entry.
- If SEND pupils are transferring from another school The SENDCO attends the transition meeting and receives records from the previous school to enable continuity of provision.
- Children entering school midyear will be able to visit prior to starting and the transference of information is coordinated between schools. This process is personal to each case.

#### **Transition to the Next Class/Key Stage:**

- All classes hold a transition day when children are moving to the next year group.
- All records are passed to the next teacher before the end of term. A meeting takes place where the particular needs of children are shared.

#### **Transition to a New School in Year 6:**

- Transition days are arranged for pupils with SEND dependent on need
- The annual review in Y5 for pupils with an Education, Health and Care Plan begins the process where parents are supported to make decisions regarding secondary school choice.
- Parents will be encouraged to consider options for the next phase of education and the school will involve outside agencies, as appropriate, to ensure information is comprehensive but accessible.
- Accompanied visits to other providers may be arranged as appropriate.

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- For pupils transferring to local schools, the SENDCOs of both schools will meet with the parents to discuss the needs of pupils with SEND in order to ensure a smooth transition.
  - The records of pupils who leave the school mid phase will be transferred as quickly as possible after the parents have notified that their child has been enrolled at another school.

### **Partnership with Parents**

St. Bernadette's will work with Parents to form good relationships. Parents will be informed by:

- Regular Parents' meetings
- Individual Provision maps and targets will be sent home with invitations to discuss their child's support
- Termly group coffee and chat sessions

### **SEND Complaints Procedure**

The school's complaints procedure is outlined in the school prospectus and is available as a policy (Complaint's policy - this is listed on the website). In summary; -

We give careful consideration to all complaints, and deal with them as swiftly as possible. We aim to resolve any complaint through dialogue and mutual understanding.

In all cases we put the interests of the child above all else. We provide sufficient opportunity for any complaint to be fully discussed, and then resolved.

- If a parent/guardian is concerned about anything to do with the education in the first instance, discuss the matter with the child's class teacher. In our experience most matters of concern can be resolved positively in this way.
- Where parents/guardians feel that a situation has still not been resolved, they should make an appointment to discuss it with the SENDCO or the Head Teacher.
- Should any parents have a complaint about the Head Teacher, they should first make an informal approach to the Chair of the Governing Body.
- Only if an informal complaint fails to resolve the matter should a formal complaint be made to the governing body. This complaint must be made in writing.
- If the complaint is not resolved, a parent may make representation to the LA.
- If any parent is still not content that the complaint has been dealt with properly, then s/he is entitled to appeal to the Secretary of State for Education.

### **Contact Details**

Special Educational Needs Coordinator (SENDCO) – Mrs. E Wilson-Thickens

Safeguarding Officers -

Lead – Mr Alex Turner

Deputies – Miss V Billingsley  
Mrs N Dinsdale