

## SEND School Information Report

This document reports Longshaw’s provision for children with additional and Special Educational Needs and Disability (SEND). It outlines the support which all schools are required to implement as stated in the SEND Code of Practice. The report can be read alongside the school’s SEND Policy, which is made available on the school’s website.

At Longshaw Primary, we believe that all children have an equal right to a full and rounded education which enables them to fulfil their potential. We give best endeavours to secure special educational provision for children with Special Educational Needs and Disabilities (SEND). In addition, we aim for SEND pupils to achieve the best possible outcomes, and most importantly that they are happy and confident learners. Longshaw is an inclusive Academy and is committed to providing equal opportunities for all children.

At Longshaw, there are approximately 13% of children with SEND and these include children with ASD diagnoses, medical diagnoses, learning difficulties, social/emotional needs and communication delays. All children are provided for, and their provisions are adapted appropriately to their needs. We pride ourselves on being flexible in our approach and will always create bespoke support for our children as needed. All children with SEND in our care are members of a class – as all our pupils are. Some high-needs children also have access to an appropriate space in which to undertake interventions or a bespoke learning plan.

Important People at Longshaw	
Class Teacher	The class teacher is responsible for the learning of all children including those who have special educational needs. Your child’s class teacher may speak with you and arrange a time to discuss concerns about their development. You can also share your concerns during parent-teacher consultation evenings or at an arranged appointment.
Teaching Assistants	Some teaching assistants work closely with children who have additional and special educational needs. TAs work closely with class teachers in delivering learning and assessing progress and attainment. Our TAs have an ‘elastic band’ approach, which means that children are expected to be as independent as possible. The adult steps in to support learning in a staged approach – prompting, scaffolding, modelling and then assisting.
Mr A Bedwell	Mr Bedwell is the SEND Coordinator and the Designated Safeguarding Lead. He is responsible for coordinating the provision for all children with additional and special educational needs. If you have any questions regarding SEND provision at Longshaw, please contact him via <a href="mailto:senco@longshawprimaryacademy.org.uk">senco@longshawprimaryacademy.org.uk</a> Mr Bedwell is also responsible for Looked After Children (LAC).
Mrs L Dolben	Mrs Dolben is the SEND Link Governor. She reports to the Governing Body regarding the effectiveness of SEND provision at Longshaw. The Governing Body is responsible for ensuring the school and the local authority is carrying out its duties (as it states on the SEND Code of Practice).
Mrs J Woods	Mrs Woods is the Head Teacher. She is responsible for the day-to-day management and ensures the best provision for children with SEND is delivered. She liaises, when appropriate, with the SEND Coordinator in the management and operation of the school’s SEND policy. Mrs Woods is also the school’s Deputy Designated Safeguarding Lead.
The Local Authority	
The London Borough of Waltham Forest (LBWF)	The Local Authority, of which Longshaw resides in, is the London Borough of Waltham Forest. The LBWF has a duty to support its local schools, the children and their families. They have a duty to publish their Local Offer detailing the services available for children with special education needs and their families. The Local Offer can be found using the following link: <a href="https://www.walthamforest.gov.uk/service-categories/local-offer">https://www.walthamforest.gov.uk/service-categories/local-offer</a>

### Families of children with SEND

- Longshaw Primary Academy values your views about how to support your child to reach his or her potential.
- We invite you to meetings to discuss your child's progress and allow you to share your views.
- We encourage you to take part in and consult with you in producing a programme appropriate to meet your child's needs.
- We invite and encourage your child to also share their views. They will have an opportunity to assess their own learning, express their concerns and seek for support they feel is appropriate for them.
- If your child is Looked After (LAC) and has SEND, you can speak to the designated person for LAC – Mr Bedwell.
- We encourage families to make links with family support networks such as: SEND Information, Advice and Support Service (SENDIASS): Waltham Forest (<https://www.walthamforestsendiass.org.uk/>)

How we train our staff to support children with additional needs and SEND		
Staff members we train	Who trains our staff?	Knowledge, Skills or Qualifications they obtain
SENDCo	UCL Institute of Education  Educational Psychologists Various Therapists and specialists from the LBWF services	National SEN Award Training Qualification.  Strategies promoting inclusive practices, assessment of SEND children's needs, identification of needs, determining outcomes and processing Education, Health and Care Plans and Provision Map planning.  Understanding various complex needs or learning difficulties and organising strategies to support.
Link Governor	Local Authority	Understanding of the SEN Code of Practice. Understanding of responsibilities to support SEND children in schools.
Head Teacher	Heads Conferences/Briefings SEND Panel Meetings	Implementing the SEN Code of Practice. Understanding and knowledge of new and current statutory requirements.
Class Teachers and Teaching Assistants	Senior Leadership Team SENDCO  Various therapists and specialists	Strategies for inclusive practices, understanding of the needs of children with special educational needs, strategies for differentiating learning, strategies for SEND specific skills.

### Longshaw delivers a curriculum that is SEND appropriate, by:

- providing a range of strategies and/or resources to support your child's needs
- scaffolding or differentiating teaching and learning to set high, yet achievable expectations
- carefully planning the curriculum to match age, ability, interests and needs of all children
- rearranging and modifying the learning environment to suit the needs of some or all children
- training support staff to be able to adapt the teacher's planning to support the needs of the children
- seeking additional specialist advice to support all SEND children to access the curriculum.

### Longshaw ensures all children have the following access:

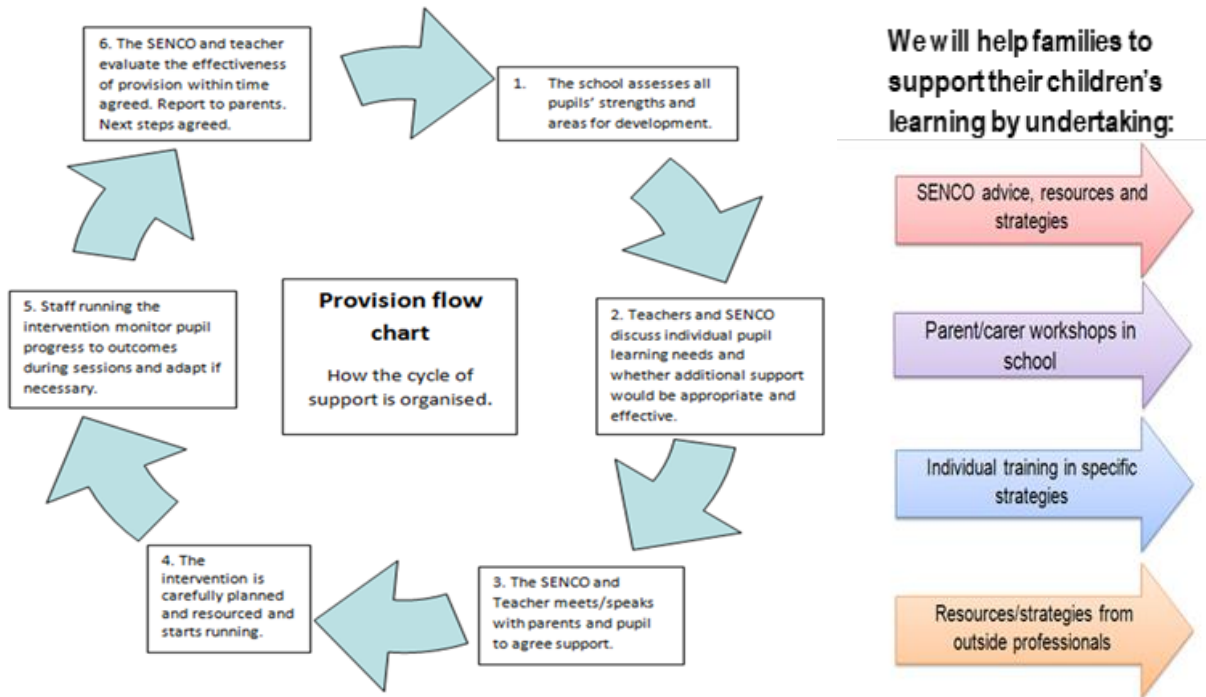
- to step free access to those with physical disabilities
- to two disabled toilets and specialised changing facilities
- to equipment which is accessible to all children regardless of need
- to all PE lessons and sporting events. These are accessible for children with physical needs and considered with sensitivity
- to extra-curricular activities and after-school clubs. Pupils requiring 1:1 support during clubs may need additional resources to access clubs – please see the SENDCo to enquire further.

Graduated steps to supporting our children with additional needs and SEND		
Stage of support	What the support looks like	What happens when the support is unsuccessful
<b>Step 1:</b> Universal – Quality First Teaching	All children are provided with: <ul style="list-style-type: none"> <li>• The Highest quality teaching and learning in class</li> <li>• Lessons that have been adapted to match learning needs</li> </ul>	A child moves to <b>Step 2</b> when he or she makes limited to no progress. The child and the family are consulted, and decisions are made for the child to receive additional support outside of the classroom.
<b>Step 2:</b> Targeted – Additional Interventions	Children are monitored at this stage by: <ul style="list-style-type: none"> <li>• Being part of a six to eight-week intervention programme</li> <li>• Their baseline will be assessed, and their progress will be closely monitored – the programme will be reviewed regularly and adapted accordingly</li> <li>• Children and the families are encouraged to share their successes and concerns.</li> </ul>	A child moves to <b>Step 3</b> when he or she makes limited to no progress, despite additional support outside of the classroom. External consultation with specialists is required to consider other pathways for your child.  <i>Your child is added to the SEND Register</i>
<b>Step 3:</b> Specialist Interventions	Children may receive: <ul style="list-style-type: none"> <li>• Outside specialist provision</li> <li>• Referrals to services prioritised by the Academy</li> <li>• Request for an Education, Health and Care Plan (EHCP).</li> </ul>	A small percentage of children with significant needs may require an Education, Health and Care Needs Assessment (EHCNA). See <b>Step 4</b> .

	EHCNA Process	EHC Plan
<b>Step 4:</b> Specified Individual support	Once an EHC Needs Assessment (EHCNA) has been approved by the Local Authority (SEND Panel), the following actions take place: <ul style="list-style-type: none"> <li>• consultation with the family and the child's outcomes will be produced</li> <li>• the Academy and professionals will give advice regarding appropriate specific support for the child to the local authority</li> <li>• specific resources, budgets and interventions will be named by the local authority.</li> </ul>	Once the Education, Health and Care Plan is finalised: <ul style="list-style-type: none"> <li>• <b>Your child is added to the SEND Register as having an EHCP</b></li> <li>• a transition programme to settle your child into the plan and the Academy will be actioned by the SENDCO</li> <li>• we continue to build positive and collaborative relationships between families, child, Academy and professionals</li> <li>• training all relevant staff with skills related to EHCP takes place</li> <li>• plan for an annual review meeting.</li> </ul>

**Longshaw staff will support your child to make required progress by:**

- ensuring appropriate teaching and support to for your child to achieve the best possible outcomes
- ensuring that thorough plans or in some specific cases, a learning plan or behaviour support plan may be drawn up in consultation with you and your child, which will set out details of strategies, resources and programmes individual to your child's needs
- consulting and working with external agencies and specialists during planning and reviews of your child's programme.



### Measuring the impact of our support

- your child's progress will be assessed in terms of his/her learning and starting point
- your child's progress will also be continually monitored or assessed if they receive interventions
- the effectiveness of the support is reviewed regularly
- when your child completes interventions (which are proven effective but have not made adequate progress) the SENDCO will seek for more specialised support
- we will ensure individual outcomes have been achieved or addressed in a different way by adapting support and interventions if they are proving to be less effective than desired
- we will continue to have regular meetings where you and your child will be kept informed and be encouraged to be actively involved in all stages of this support. Some of these meetings will be standard parent-teacher conferences and others will be review meetings.

### Longshaw's Provision Map to support children with additional needs and SEND

These interventions can change termly or annually based on the needs of the children and the additional support we are able to obtain from the Local Offer. Children with EHCPs have their specific provision (as stated in their plan) but they might also receive the interventions below. This list is not exhaustive, and provisions are adapted and run in response to our children's current needs.

Intervention	Description of Intervention
<b>How we support the social, emotional and mental health and well-being of pupils with SEND</b>	
Zones of Regulation	This is a proven whole school programme to support children to self-regulate during difficult situations. Strategies for regulating emotions are developed and children learn to identify difficult situations and how to react appropriately to the different sizes of the problems they face.
Youth Mental Health First Aid Champion	Our Mental Health First Aid Champion will work with individuals, small groups, whole class, or families in supporting emotional and mental health wellbeing. Our champion is trained by MHFA England to have the skills and confidence to step in, offer first aid and guide them towards the support they need. In doing so, they can speed up a young person's recovery and stop issues from developing into a crisis. They have: <ul style="list-style-type: none"> <li>• an understanding of common mental health issues and how they can affect young people</li> <li>• the ability to spot signs of mental ill health in young people and guide them to a place of support</li> <li>• knowledge and confidence to advocate for mental health awareness</li> <li>• skills to support positive wellbeing.</li> </ul>
Emotional Learning Support Assistant (ELSA)	Our ELSA is there to support the social and emotional well-being of children. ELSAs are there to support children's emotional literacy, to build resilience and self-esteem, to assist children with social and friendship skills and to support children through loss, bereavement and family break-ups.
<b>How we develop skills in communication and interaction</b>	
Lego Therapy	This aims to develop social communication skills such as sharing, turn-taking, following rules, using names and problem-solving. Children work in groups of three with each participant having a distinct role to build a Lego model collaboratively.
Social Stories	This is a communication tool. The stories are short descriptions of a particular situation, event, or activity, which include specific information about what to expect in that situation and why.
Visual Supports	Visual supports are a communication tool, which can help provide structure and routine, encourage independence, build confidence, improve understanding, avoid frustration and anxiety; and provide opportunities to interact with others. Visual supports can take the form of a visual timetable or a now and next board.
Speech and Language Therapist (SaLT)	The school has a SaLT who works closely with the SENDCo in determining whole school support in the areas of communication and language development to enhance the teaching and learning. Together with teachers and parents, our therapist observes and assesses children with speech, language, and communication needs; and advises or leads on therapies appropriate for the child.

<b>How we ensure children with physical/sensory and medical needs have fair access</b>	
Individual Healthcare Plans	Children with medical needs have individualised plans to support them in accessing the curriculum and the school facilities ensuring that they are a full member of the Longshaw community. These are developed and reviewed regularly with the children and families.
Risk Assessments	Children with medical needs and disabilities have risk assessments which are developed with the children and families. They are reviewed by the families and the SENDCo annually.
Gross Motor and Fine Motor breaks	These are individual or small group sessions aimed at helping develop children's gross and fine motor skills. These sessions are led by Teaching Assistants who receive training from various professionals in-house or visiting. Movement or sensory breaks are also held during class time as a whole class practice, as needed, if pupils need them – supported by teaching assistants.
School Nurse	The school nurse visits regularly to screen children's medical health. He/She monitors children identified and communicates this to the Safeguarding Lead and the SENDCo. He/She also supports the link between the school and other health professionals relating to the Dental hygiene health checks, as well as the Nasal Flu Vaccinations.

	How we support improvements in cognition and learning
Maths and English Catch-up groups	Teachers and Teaching assistants run these groups. Children are identified as having gaps in their learning and lessons are therefore modified to re-engage children to access the learning.
Additional phonics	Trained Teaching Assistants run additional Read Write Inc lessons for Key Stage 1 pupils as well as a number of low attaining readers in Key Stage 2 who may require support in decoding and spelling.
Consultation with Educational Psychologists (EP)	The SENDCo will consult with the EP with regards to children who is demonstrating limited or no progress. An observation, assessment and joint school family consultation will often take place.

### Moving Schools

*If your child is joining us in Reception, at the start of a school year or in the middle of the school year:*

- Your child's new teacher and SENDCo will arrange time to discuss with his or her previous school/Nursery the best support for you child
- Your child's new class teacher will develop an individualised program to welcome him or her to Longshaw
- The new class teacher and our SENDCo will monitor this transition and will go through our procedures (see table called **Graduated steps to supporting our children with additional needs and SEND**)
- If your child has an **EHCP**, our SENDCo will arrange a meeting with his or her team of professionals as well as yourself to develop an individualised transition plan.

*If your child is already settled at Longshaw, when he or she moves on to the next year group:*

- Resources, strategies and information will be passed to the new teacher
- Scheduled visits to new classrooms will be planned to meet the new teacher and experience the environment
- If your child has an **EHCP**, our SENDCo may arrange a meeting with his or her team of professionals as well as yourself to develop an individualised transition plan.

*If your child is moving on to a Secondary school or another Primary school setting:*

- Our SENDCo will arrange a time to discuss your child's support programme with the new setting and their SENDCo
- A member of the new setting, normally a SENDCo, may visit Longshaw and meet your child, then have a discussion with the current class teacher and SENDCo
- Your child will be invited to visit the Secondary school
- All transition programs are tailor made/adapted to the needs of the child
- Children with an EHCP will be contacted by the local authority in the summer term of Year 5 to obtain choices for secondary education

### Admissions for children with an EHCP

In the first instance, we strongly advise that a visit is made to the school and to meet with the SENDCo and Head Teacher. Before choosing our school, we consider it important for parents to see the environment and the staff who will be responsible with looking after their child. The visit will also allow parents to assess whether Longshaw Primary Academy is the right place for them and to understand just how the child's needs could be met.

Once you have named our school as one of your preferred choices in your child's plan:

- The Local Authority will send the school copies of the child's most recent EHCP which outlines the child's needs.
- The Local Authority will consult with the school to determine whether the school can meet the child's needs.
- The school will invite the family to visit the school and speak with the SENDCo. We strongly encourage this visit as it will allow us the opportunity to meet and discuss any questions and concerns you want to address. In addition, it will allow you to determine whether we are the appropriate school for your child allowing you to make an informed decision.

Admission to the school may be delayed while we seek information from the child's previous setting, to enable us to have a full understanding of needs. This will ensure our setting is as appropriate as possible for your child and that we negate any safeguarding issues.

Please follow this link to gain more information on the Local Authority's Admissions Policy:

<https://www.walthamforest.gov.uk/content/applying-primary-school-place>

### **Admissions for children with additional needs and SEND**

As stated above, a visit to the school is considered to be vital to assess whether our setting will be appropriate, and that Longshaw can meet needs.

If your child has additional needs or has SEND but no EHCP, please apply via the local authority route's normal admissions procedure. We still strongly encourage you to visit the school to have the appropriate discussions about your child's needs and help you determine the suitability of the school to support your child.

Admission to the school may be delayed while we seek information from the child's previous setting, to enable us to have a full understanding of needs. This will ensure our setting is as appropriate as possible for your child and that we negate any safeguarding issues.

### **When things have not worked out as you hoped:**

1. Please speak to your child's class teacher in the first instance, this is often the most effective approach as your child's class teacher will know your child best.
2. If things have not been resolved or you feel that you need additional assistance, please make an appointment with any of the following - the SENDCo; the Phase Leader or Deputy/Assistant Headteacher. The Headteacher can also be involved at a later meeting if appropriate.
3. If you are still unhappy with the outcome, please refer to the school's complaints policy and procedures as set out by the Governing Body, which can be found on the school's website.