
Grange Lane Infant Academy

Special Educational Needs and Disability (SEND) POLICY

Section 1: Main Contact details and Policy key dates

Name and contact details of the Principal & Inclusion Manager:

Mrs L Chappell

Grange Lane Infant Academy

Rossington

DN11 0QY

Name and contact details of the SENCo : SEN (NASENCo award).

Mrs C Jones - 01302 651038

The Principal is an experienced SENCo.

Policy shared with Staff: Sept 22

Policy to be reviewed: Sept 2023

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NOTE: Child/ children are used throughout to refer to children and young people unless a quote e.g. from the Code: individual schools should adapt as necessary.

Section 2: Legislative Compliance

2.1 This policy complies with the statutory requirement laid out in Paragraph 3.66 of the SEND Code of Practice 0 – 25 July 2014. It also meets the requirements of the Statutory Instrument: Special Educational Needs (Information) Regulations (Clause 65).

This guidance is for staff, parents /carers, children and practitioners across education, health and care agencies. It is written with reference to the following further guidance and documents:

- Part 3 of the Children and Families Act 2014 and SEND Code of Practice July 2014
<https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>
- Equality Act 2010, subsequent updates and DfE advice for schools, February 2013
<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>
- Statutory Guidance on Supporting pupils at school with medical conditions, April 2014
<https://www.gov.uk/government/publications/supporting-pupils-at-school-with-medical-conditions--3>
- Ofsted Inspection Framework, January 2019
<https://www.gov.uk/government/collections/education-inspection-framework?#guidance-for-education-providers>
- Teachers Standards 2019 <https://www.gov.uk/government/publications/teachers-standards>
- National Inclusion Statement
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/210969/NC_framework_document_-_FINAL.pdf
- Relevant National Curriculum frameworks/ document
<https://www.gov.uk/government/publications/national-curriculum-in-england-framework-for-key-stages-1-to-4/the-national-curriculum-in-england-framework-for-key-stages-1-to-4>

2.2 Our school has separate policies in place for:

- Inclusion
- Safeguarding
- Learning and Teaching
- Assessment, Recording and Reporting (ARR)
- Anti-bullying policy
- Equal Opportunities
- Pupil Behaviour
- Looked after children
- Accessibility Plan policy
- Disability and Equality scheme

2.3 Our SEN Information Report sets out how we are implementing our SEN Policy and meeting our duties under the Equality Act 2010. <https://www.gliacademy.org.uk/knowledge-base/statutory-governance-and-policy/>

2.4 The Department for Education has published a Guide for Parents on the SEND Code of Practice which can be accessed at: <https://www.gov.uk/government/publications/send-code-of-practice-0-to-25>

Section 3: Profile and Values

3.1 Our Academy Profile

On behalf of the staff and pupils at Grange Lane Infant Academy, welcome and thank you for taking the time to look at our website.

We hope it will give you an insight into our academy and be the beginning of a partnership between home and the school, which we value greatly and will strive to maintain. We will work in partnership with parents and the community to provide high quality learning experiences and a quality environment. Moreover, we continually strive to raise standards and to provide an effective, inspiring and personalised education for all our children.

Our academy is a happy, thriving infants' school and nursery for children aged 2 to 7 years. We currently have 229 children on roll with 6 classes, a morning and afternoon nursery and a 2 year old provision. We have a well-equipped building and a large outdoor space for children to become independent, active learners.

Our vision is to create a happy, welcoming, secure and stimulating learning community where everyone is valued and respected. To work together to inspire and challenge all children so they become confident, motivated lifelong learners who have opportunity to achieve their individual potential. Our school is a place where children feel safe and happy; where differences and cultures are celebrated and where positive attitudes are promoted so children are well prepared to take their place in an ever-changing technological, multi-cultural society as caring, responsible individuals.

The staff at our school are professional, talented and committed to provide the children with high quality learning opportunities. Moreover, we offer a wide range of free curriculum enrichment activities as well as enjoyable family learning sessions to enhance children's learning further.

3.2 Our Academy Values

- We uphold children’s right to education and recognise the diverse educational needs within our community.
- We celebrate our children’s strengths, interests and individuality
- We have high expectations and aspirations daily for all our children
- The views, wishes and feelings of our children are central to all we do
- We work positively and proactively with parents/carers and others involved
- All our children are entitled to a broad, balanced and relevant education and to feel secure, safe and valued.
- All children are encouraged to participate in the life of our school
- All our teachers are teachers of children with SEND and are responsible for their progress and development.

Section 4: Aims and Objectives of our approach to SEND

4.1 At Grange Lane we aim to:

- put our values into practice every day
- use our best endeavours to achieve maximum inclusion and success for all our children
- encourage high levels of participation from children, parents and carers
- have a clear focus on steps toward positive life-long outcomes
- explain what we do, when, why and how
- meet our statutory duties

4.2 Our Objectives are:

- to work in partnership with families and others involved in the care of children in our school
- to promote children’s self-esteem and emotional health and well-being and help them to form and maintain meaningful relationships based on respect for themselves and others
- to sustain a “whole child, whole school” approach to the co-ordination and provision of support for special educational needs
- to ensure that every teacher is a competent teacher of every child, including those with SEN through well targeted and continuing professional development
- to deploy effective support staff whilst acknowledging that additional intervention and support cannot compensate for a lack of good quality teaching
- to provide differentiated and personalised learning opportunities building on each child’s strengths and interests
- to identify needs, particularly of vulnerable and disadvantaged children, at the earliest opportunity, meet their needs, and review their progress regularly

- to make every effort to narrow and close the gap in achievement between vulnerable and disadvantaged children and their peers
- to focus on individual progress across a wide range of outcomes as the main indicator of success
- to develop and support the role of SENCo who will work within the SEND Policy and in turn provide support and advice for all staff working with children with SEN
- to map provision across our school to ensure that staffing deployment, resource allocation and choice of intervention is leading to good learning outcomes for all
- to work in cooperative and productive partnership with the Local Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all vulnerable and disadvantaged learners
- to keep up to date with the provision and services set out in the Local Authority's Local Offer to maximise mainstream universal services and funded targeted and specialist provision and services
- to work always in the best interests of the child alongside our responsibility to ensure the effective and efficient use of public resources.

Section 5: Definitions of SEN and of Disability

5.1 SEN Definition

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

A child of compulsory school age or a young person has a learning difficulty or disability if he or she:

- has a significantly greater difficulty in learning than the majority of others of the same age, or
- has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions

Special educational provision is educational or training provision that is additional to or different from that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching.

Children may be identified as having long term and significant SEN if they are not making adequate progress despite good quality, differentiated Quality First teaching and all relevant and purposeful interventions and strategies being in place.

5.2 Communication and Interaction (C and I)

Children with speech, language and communication needs (SLCN) have difficulty in communicating with others. They have difficulty saying what they want to, understanding what is being said to them or they do not understand or use social rules of communication. The profile for every child with SLCN is different and their needs may change over time. They may have difficulty with one, some or all of the different aspects of speech, language or social communication at different times of their lives.

Children on the Autistic spectrum (ASD) are likely to have particular difficulties with social interaction. They may also experience difficulties with language, communication and imagination, which can impact on how they relate to others.

5.3 Cognition and Learning (C and L)

Learning difficulties cover a wide range of needs, including:

- moderate learning difficulties (MLD),
- severe learning difficulties (SLD), where support may be needed in all areas of the curriculum and with mobility and communication; and
- Profound multiple learning difficulties (PMLD), where children are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment;
- Specific learning difficulties (SpLD), affect one or more specific aspects of learning. This encompasses a range of conditions such as dyslexia, dyscalculia and dyspraxia.

5.4 Social, emotional and mental health difficulties (SEMH)

Any concerns relating to a child or young person's behaviour should be described as an underlying response to a need and the category of behavioural, emotional and social difficulties (BESD) is no longer a type of SEN.

Children and young people may experience a wide range of social and emotional difficulties which are noticeable in many ways. These may include becoming withdrawn or isolated, as well as displaying challenging, disruptive or disturbing behaviour. These behaviours may reflect underlying mental health difficulties such as anxiety or depression, self-harming, substance misuse, eating disorders or physical symptoms that are medically unexplained. Other children and young people may have disorders such as attention deficit disorder (ADD), attention deficit hyperactive disorder (ADHD) or attachment disorder (AD).

The Department for Education (DfE) has published Guidance on managing pupils' mental health and behaviour difficulties in schools.

<https://www.gov.uk/government/news/mental-health-behaviour-guidance-to-be-issued-to-schools>

5.5 Sensory and/or physical needs

Some children and young people require special educational provision because they have a disability which prevents or hinders them from making use of the educational facilities generally provided. These difficulties can be age related and may fluctuate over time.

Many children and young people with vision impairment (VI), hearing impairment (HI) or a multi-sensory impairment (MSI) will require specialist support and/or equipment to access their learning, or rehabilitation support. Children and young people with an MSI have a combination of vision and hearing difficulties.

Some children and young people with a physical disability (PD) require additional on-going support and equipment to access all the opportunities available to their peers.

5.6 Difficulties which may not be related to SEN

Some children in our school may be underachieving, which may be caused by a poor early experience of learning, but will not necessarily have a special educational need. It is our responsibility to spot this quickly and ensure that appropriate interventions are put in place to help these children 'catch up'.

Difficulties related solely to difficulties in English as an additional language are not SEN. We assess all aspects of a child's performance in different areas of learning and development to establish whether lack of progress is due to their poor understanding of English or if it arises from SEN or a disability.

The following concerns may impact on a child's progress and attainment but are not in themselves indicators of SEN:

- Attendance and Punctuality
- Health and Welfare
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

5.7 Disability

The definition of disability under the Equality Act 2010 is ‘...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 provides a relatively low threshold and includes more children than may be expected: ‘long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’.

This definition includes sensory impairments such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children with such conditions do not necessarily have SEN, but there is a significant overlap between disabled children and those with SEN. Where a disabled child or young person requires special educational provision they will also be covered by the SEN definition.

Grange Lane Infant Academy has been adapted so it can meet the needs of all who are disabled. Our Academy is fully compliant with the Equality Act 2010 in the terms of its accessibility for disabled pupils.

All classrooms are accessible as they are fully fitted with a ramp, giving access to every year group in school. Doors are of the approved width and pinch points have been eradicated to make evacuation procedures safe for all adults and children.

Layout of areas - including all academic, sporting, play, social facilities; classrooms, the assembly hall, dinner hall, library, gym and outdoor sporting facilities and playgrounds allow access for all pupils. Pupils in wheelchairs can move around the school without experiencing barriers to access such as those caused by doorways, steps and stairs, toilet facilities and showers. A fully motorised changing table and disabled toilet are located centrally.

Pathways of travel around the school site and parking arrangements are safe and routes are logical and well signed.

Emergency and evacuation systems are set up to inform ALL pupils, including pupils with SEN and disability; including alarms with both visual and auditory components.

We continue to run a number of extra-curricular clubs both after school and at lunch times, with an emphasis on developing creativity or fitness. All of these are free and all are fully subscribed. They are run by our own staff (teachers and teaching assistants) and trained outside providers.

The following policies outline the support and provision Grange Lane has in place regarding extra-curricular provision:

- Breakfast club policy
- Extended schools policy
- Wrap around care

Section 6: Graduated approach to identifying if a child requires SEN Support

6.1 Whole school general Identification and Assessment

All our children's needs are identified and met as early as possible through:

- observation, assessment, target setting and monitoring arrangements (cycle of assessment, plan, do and review)
- listening to and following up parental concerns
- listening to and taking into account the child's views, wishes and feelings
- the analysis of data including baseline assessments and end of Key Stage achievement to track individual children's progress over time
- Assessments are reviewed half termly
- reviewing and improving teachers' understanding of a wide range of needs and effective strategies to meet those needs
- liaison with schools and other settings on phase and in year transfer
- exchanging information from other services across education, health, care and the voluntary sector
- involving an external agency, and the Educational Psychology Service (EPS) as a minimum, where it is considered that a special educational need may be significant and long term and may require more in-depth and frequently reviewed cycles of assess, plan, do and review.

6.2 General provision for all children using core school funding

- All children will have access to well-differentiated, quality first teaching enhanced, where appropriate, through low level, short term interventions.
- Language acquisition is best promoted through a range of good, inclusive strategies, interventions and differentiation of the usual school curriculum.
- Children who are underachieving will have been identified as needing to make accelerated progress but will not necessarily be children with SEN.
- The whole school provision map enables us to:
 - o plan strategically to meet children's identified needs and track their provision;
 - o audit how well provision matches need;

- o recognise gaps in provision;
- o highlight repetitive or ineffective use of resources;
- o cost provision effectively;
- o demonstrate accountability for financial efficiency;
- o demonstrate to all staff how support is deployed;
- o inform parents, the Local Authority, external agencies and Ofsted about resource deployment;
- o focus attention on whole-school issues of learning and teaching as well as individual needs, providing an important tool for self-evaluation.

6.3 Examples of Curriculum Access and Provision

Where children are underachieving and/or identified as having high incidence (low need) special educational needs, our school meets these additional needs in a variety of ways. We use a combination of approaches to address targets identified for individual children.

- teachers differentiate learning activities as part of quality first teaching
- preparation for new learning experiences and vocabulary development
- low level, short term, evidence based intervention programmes
- targeted additional adult group and, where appropriate, individual support
- differentiation of curriculum resources
- home learning is promoted through Sways.

Intervention groups are provided in Reading and RWI, Writing, and SDI Maths where necessary.

- Learning mentor support
- o emotional care, empathy, friendship and support groups, ELSA.
- o Emotional literacy Speech and Language
- support to participate in the life of the school

6.4 Monitoring and Evaluation of progress

- ongoing assessment of progress against targets and expected outcomes
- work sampling and moderation
- scrutiny of planning and level of differentiation and use of classroom resources
- informal feedback from all staff
- child and parental questionnaires and conversations
- pupil progress tracking using assessment data (whole-school processes)
- attendance records and liaison with Education Welfare Officer (EWO) where appropriate
- regular meetings about children's progress between teachers and the Principal

- Principal's report to parents and governors

6.5 Additional SEN Support provision, monitoring and review using school's delegated additional needs funding

The Children and Families Act 2014 and the SEND Code of Practice 2014 has introduced SEN support to replace School Action and School Action Plus from September 2014. We will meet with parents during the autumn term to discuss whether their child should continue to receive SEN provision at this level. Every school has a whole school annual budget made up of core funding per child on roll at a point in time and additional SEN funding which is calculated based upon a formula agreed by schools locally. In line with national school funding, our school will deploy a minimum of £6,000 per child per year to contribute to meeting additional needs above the usual teaching and learning entitlement.

In addition to the identification, assessment, provision and monitoring for all children, our approach to SEN Support is as follows:

- the class teacher, sometimes with the SENCO, will discuss with parents if we feel that their child requires SEN Support;
- additional SEN support will be in place when a child's needs require intervention which is "additional to" or "different from" the well-differentiated curriculum offer;
- we will agree targets towards longer term outcomes that are reviewed termly with parents and their child as appropriate (on an SEN Support Plan
- children will have targets they can understand;
- our SEN Support Plans are a planning, teaching and reviewing tool which enables us to focus on particular areas of development for children with special educational needs. They are seen as working document which can be constantly refined and amended;
- we will use the latest LA's guidance on SEN Descriptors;
- targets will address the underlying reasons why a child is having difficulty with learning;
- our Support Plans will be accessible to all those involved in their implementation – children should have an understanding and 'ownership of their plan;
- our Support Plans will state what the child can do, what the child has difficulties doing and how they will be supported to move forward with learning and wider outcomes;
- targets for Support Plans will be arrived at through:
 - o discussion, wherever possible, with parents/carers, teachers, support staff and the child
 - o discussion with other practitioners as appropriate
 - o classroom observations by the school's SENCO and other senior leaders;

- our Support Plans will be time-limited – at termly review, there will be an agreed “where to next?”;
- our Support Plans will be based on informed assessment and will include the input of appropriate outside agencies particularly where concerns are significant and may require consideration of a statutory assessment if expected progress is not made over time.

Where the child’s class teacher, SENCo and parent agree that the child has made good progress, it may be appropriate for needs to be met through effective class based strategies, resources and whole school interventions and assessment. In this instance, the child would no longer be recorded as being in receipt of SEN Support.

Section 7: Request for statutory education, health and care assessment

For some children with SEN, despite the school, family and other agencies working together to put in place all relevant and purposeful interventions and support, expected progress is not made. In these circumstances, external agencies, particularly an Educational Psychologist, will already have been involved in discussing, assessing the child and/or contributing to their provision.

When specialist equipment or a high level of staffing support is required to support a child with SEN, our school will fund this as part of additional SEN support up to £6,000 per year for each individual child. Children with no SEN but with a disability under the Equality Act definition may need equipment provided as a reasonable adjustment as long as this is not cost prohibitive. Specialist equipment and expertise in relation to its use will be purchased/hired/ commissioned by the school from the open market, subject to the usual guarantees, service level agreements and quality assurance criteria. Our school will, wherever possible, join with other schools in joint purchasing/hire of equipment.

For some children additional provision and support will need to be deployed for the longer term in order to meet their needs and planned outcomes effectively. A multi-agency meeting will discuss if it is appropriate to submit a request to the Local Authority to consider whether a statutory assessment of education, health and care needs is necessary. Advice will be sought from the LA's SEN Team before a request is submitted.

Section 8: Statement of Special Educational Needs or Education Health and Care Plan

Children with a statement of educational needs (pre September 2014) or an Education Health and Care Plan (post September 2014) will have access to all arrangements for children in receipt of SEN

Support and, in addition to this, will have an Annual Review of their statement/plan. Supplementary or early reviews may be called if required.

Our review procedures fully comply with those recommended in Section 6.56 and 9.173-6 of the Special Educational Needs Code of Practice 2014.

Section 9: Management of SEND within our school

9.1 General

The Principal and the Governing Body have delegated the responsibility for the ongoing implementation of this SEND Policy to our SENCo. The SENCo is responsible for reporting regularly to the Principal and the Governor with responsibility for SEN on the ongoing effectiveness of this policy. The Designated Teacher for Looked After Children has strategic responsibility for the inclusion of children who are adopted or in local authority care and will work in close partnership with the SENCo where a child may also have SEN.

Grange Lane Infant Academy will annually produce an SEN information report. The report shall describe the implementation of the SEN and Inclusion policies, as well as the application of inclusive practice within the academy.

All staff in school have a responsibility for maximising the achievement and opportunity of vulnerable and disadvantaged learners. All staffing appointments to support any vulnerable or disadvantaged child will be carried out in accordance with equal opportunities legislation, employment law, safer recruiting policy and best practice. All vacancies will be competitively advertised and recruited.

9.2 Principal

The Principal is responsible for monitoring and evaluating the progress of all children and for making strategic decisions which will maximise their opportunity to learn. The Principal is also the Inclusion Manager and is an experienced SENCo.

9.3 SENCo

Our SENCo will oversee the day- to-day operation of this policy and will:

- be a qualified teacher working at our school. If our SENCo has not been employed in this capacity at our school or elsewhere for at least 12 months, he/she will gain statutory accreditation within three years of appointment
- strategically support the quality of teaching, evaluate the quality of support and contribute to school improvement
- maintain and analyse our whole-school provision map for vulnerable and disadvantaged children
- identify on the provision map those children requiring SEN support from the school's delegated budget, children in receipt of High Needs funding and with Statements of Special Educational Need or Education Health and Care plans
- co-ordinate provision for children with SEN
- liaise with and advise teachers and other classroom / targeted support staff
- manage the records on all children with SEN
- liaise with parents of children with SEN, in conjunction with class teachers
- contribute to the in-service training of staff as part of the school's development plan and annual schedule of continuous professional development
- review and revise learning and wider outcomes on SEN Support Plans
- co-ordinate multi agency meetings and statutory Annual Reviews for children with a Statement of SEN or Education Health and Care Plan or comply with requests to participate in meetings led by other lead practitioners
- ensure effective and timely transition arrangements for children moving into and out of our school
- evaluate regularly the impact and effectiveness of all additional interventions for children with SEN
- follow Local Authority guidance and procedures when it is considered that a child with significant and long term SEN may require significant support through statutory processes
- attend SENCO network meetings and training as appropriate
- liaise with the school's SEN Governor, keeping him/her informed of current issues regarding provision for children with SEN
- liaise closely with a range of outside agencies to support vulnerable learners

9.4 Classroom and subject teachers

Teachers are responsible for the four stages (assess, plan, do, review) of action with the support and guidance of the SENCo and specialist staff.

Our teachers will:

- focus on outcomes for every child and the outcome wanted from any SEN support;

- be responsible for meeting special educational needs under the guidance of the SENCo and Principal;
- have high aspirations for every child setting clear progress targets; and
- involve parents and the child in planning and reviewing progress: sharing information, seeking their views and providing regular updates on progress.

9.5 Teaching Assistants

- TAs are part of our whole school approach to SEN working in partnership with the classroom/subject teacher and the SENCo.
- we deploy our TAs depending on their level of experience.
- our TAs are most effective when the support they give is focused on the achievement of specific outcomes.
- TAs can be part of a package of support for the individual child but will never be a substitute for the teacher's involvement with that child.

Section 10: Partnership with Parents/Carers

Our school aims to work in partnership with parents and carers. We do so by:

- working effectively with all other agencies supporting children and their parents;
- giving parents and carers opportunities to play an active and valued role in their child's education;
- making parents and carers feel welcome;
- encouraging parents and carers to inform school of any difficulties they feel their child may be having or other needs their child may have which need addressing;
- instilling confidence that the school will listen and act appropriately;
- focusing on the child's strengths as well as areas of additional need;
- allowing parents and carers opportunities to discuss ways in which they and the school can help their child;
- agreeing targets for all children, in particular, those not making expected progress and, for some children identified as having SEN, involving parents in the drawing-up and monitoring progress against these targets;
- keeping parents and carers informed and giving support during assessment and any related decision-making process;
- making parents and carers aware of sources of information, advice and support;

- providing all information in an accessible way for parents with English as an Additional Language;
- producing an SEN Information Report that will be published on the school website; and
- publishing information about the Pupil Premium (expenditure & impact) on the school website.

Section 11: Involvement of Children

Children have the right to be involved in making decisions and exercising choice. In most lessons, all children are involved in monitoring and reviewing their individual progress through the use of layered targets. We endeavour to involve all children fully by encouraging them to:

- share their views about their education and learning;
- identify their own needs and learn about learning;
- share in individual target setting across the curriculum so that they know what their targets are and why they have them;
- self-review their progress and set new targets;
- monitor their success at achieving the targets on their SEN Support Plan; and
- create a One Page Profile of their likes, dislikes, family, friends, strengths, needs and aspirations for their future.

Section 12: Supporting pupils at school with medical conditions

Some children in our school have medical conditions that require care and support to enable full access to education, including school trips and physical education. Some children with medical conditions may be disabled and where this is the case the school will comply with its duties under the Equality Act 2010.

Some may also have special educational needs (SEN) and may have a Statement, or EHCP which brings together health and social care needs, as well as their special educational provision.

At Grange Lane we have arrangements in place to support children with medical conditions:

- We support pupils with medical conditions, so that they have full access to education, including physical education and educational visits.
- Academy staff are fully informed and adequately trained by a professional, where necessary, in order to administer support or prescribed medication.

- An Individual Healthcare Plan (IHCP) is developed for any child with long term medical needs, in association with parents and relevant healthcare professionals.
- All staff respond sensitively, discreetly and quickly to situations where a child with a medical condition requires support.
- We have a team of staff who are first aid trained

Section 13: Effective Transition

At Grange Lane we recognise that transition (2 year old's to F1, F1 to F2, F2 to Key stage 1 and Key stage 1 to 2) can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible.

- For all children, we will ensure early and timely planning for transfer into our school, within our school year groups and onto the next phase of education.
- During the year in which children are due to change school, transition meetings and class transition days for all children are held and arrangements discussed. For children with SEN this may include additional familiarisation visits, parental/carer visits to our school or other reasonable adjustments in addition to normal arrangements for all children.
- When children are due to leave our school, they and their parents will be encouraged to consider all options for the next phase of education. We will involve outside agencies, as appropriate, to ensure information is impartial, comprehensive but easily accessible and understandable. Accompanied visits to other providers may be arranged as appropriate.
- We will discuss transition needs of all children with Statements of SEN or an Education Health and Care Plans at their statutory Annual Reviews.
- A transition timeline will be produced and shared with the family.
- For children with an Education Health & Care Plan in transition years, the SENCo will also attend any Annual Reviews for the children at their feeder school if invited.

Section 14: Admission Arrangements

No child will be refused admission to school on the basis of his or her special educational need, ethnicity or language need. In line with the Equalities Act 2010, we will not discriminate against disabled children and we will take all reasonable steps to provide effective educational provision (see Admission policy for the academy).

Nursery Admissions

Places are offered by the LA on behalf of the school. Parents should initially apply for their child to be admitted in the September following their third birthday and for 2 year olds, after their second birthday. Subject to availability, successful applicants will be eligible for admission during the term following their third birthday. Pupils are entitled to 15 hours free provision per week for 38 weeks or up to 30 hours if they meet the eligibility criteria.

If there are places available, children may be admitted early –

- Children born in the Autumn Term may be able to start in the Spring term
- Children born in the Spring Term may be able to start in the Summer term

In the event of oversubscription, places are awarded according to the following criteria:

- Looked After Children or Previously Looked after children
- Children resident in the school catchment area
- If there are more children than places available, places will be determined by reference to birth, eldest first
- If a parent is refused admission, the child's name will be placed on a waiting list for the preferred nursery.

Our nursery supports families through home visits, a nursery meeting and a “stay and play” session- all of which offer the opportunity for families to share information, for nursery staff to get to know both children and parents/carers and for the nursery staff to prepare for the new nursery children and to put necessary measures in place to support both children and their families

Reception Admissions

Places are offered by the LA on behalf of the school. Parents should initially apply for their child to be admitted in the September following their fourth birthday. The admission number for the school is 60.

Preferences for the school will be sorted based upon the following criteria-

- Looked After Children or Previously Looked after children
- Children resident in the school catchment area
- Siblings-other members of the same family unit within the school or at Grange Lane
- Proximity

Transition to school is extensive: those children attending our nursery visit school regularly in the summer term attending assemblies and experiencing playtime. Moreover, there is a meeting for

parents. For those children from other school nurseries or private settings, we visit the setting and offer a morning for parents and children to become familiar with the school and the practitioners. All children then come together on transition day and share a school meal with their parents/carers.

If you require an admissions form, please download relevant document below.

Alternatively the website address for Doncaster Council Admissions is:

<https://www.doncaster.gov.uk/services/schools/nursery-admissions>

<https://www.doncaster.gov.uk/services/schools/school-admissions>

Section 15: Exam Access arrangements

All pupils will be assessed at the end of every term and in their final year of Key Stage 1. This includes pupils on the academy's register who are attending a special school or pupil referral unit (PRU).

In relation to the new national curriculum and assessing without levels:

- Children who are attaining significantly below their ARE (Age Related Expectations) may be assessed on PIVATS
- Those who enter key stage 1 from the foundation stage without a GLD may also be assessed on PIVATS and relevant month bandings if they do not make sufficient progress within year 1.
- Children who are attaining significantly below their ARE, or have a significant need, will be supported during exams with readers and scribes where appropriate.
- NASSAE steps will be used to assist in assessing those with EAL and their knowledge of language.
- Those who do not pass the Year 1 phonics screening will retake this in Year 2. Those who do not pass this in Year 2 will have this information passed onto the relevant key stage 2 establishment.

Section 16: Storage of records

All SEN records are stored in line with the requirements of the Data Protection Act 2018. The provision made for pupils with SEN is recorded accurately and kept up to date. Only relevant staff

have access to SEN records and the SENCo ensures all records are passed on to a new school as part of the transition process.

Section 17: Complaints

If there are any complaints relating to the provision for children with SEN these will be dealt with in the first instance by the class teacher and SENCo, then, if unresolved, by the Principal. The Governor with specific responsibility for SEN, Mr R Schofield, may be involved if necessary. In the case of an unresolved complaint the issue should be taken through the general Governors complaints procedure (see separate Complaints Policy)

Section 18: Other key members of staff in our school

Designated Teacher with specific responsibility for safeguarding:

- Mrs Chappell (Principal & Inclusion Manager), Mrs Gillies (Early Years Leader), Mrs Shaw (PSA)
Mrs Janice Murrell (Vice Principal)

Member of staff responsible for managing PPG/LAC funding:

- Mrs Chappell (Principal & Inclusion Manager)

Member of staff responsible for managing the school's responsibility for meeting the medical needs of pupils:

- Mrs C Jones (SENCo)

Section 19: Links with Other Services

Effective working links are maintained with:

Educational Psychology Service: Contact number: 01302 737291 or email

psychology@doncaster.gov.uk

The Special Educational Needs Team: Contact number: 01302 737209 or 737210 or 737211 or email

sen@doncaster.gov.uk

SENDIASS: Special Needs and Disability Information and Advice Service for families and children with SEN

Email: sendiassduty@kids.org.uk

Attendance & Pupil Welfare Service: Contact number: 01302 737235 or email apws1@doncaster.gov.uk

Virtual School for Children in Care: Contact number: 01302 737242
CiCEducationService@doncaster.gov.uk

Children with Disabilities Team: Contact number: 01302 735885 or email dcr@doncaster.gov.uk

Aiming High for Disabled Children (inc. Together Information Exchange, Short Breaks/Direct Payments): Contact number: 01302 862332

Education Standards & Effectiveness Officer – SEN/D: Contact number: 01302 735978

Ethnic Minority And Traveller Achievement Service (EMTAS): Contact number: 01302 734225 or email emtas@doncaster.gov.uk

Section 20: Information on where Doncaster Local Authority's Local Offer is published

<https://www.doncaster.gov.uk/services/schools/local-offer-send>