

# SEND Information Report

## Policy Sign off

	Reviewer	Approver	Date
Reviewer / approver	Jamie Stevenson (Inclusion Manager)	LAC	Summer 2021
Next Review			Summer 2022

**Related policies:** SEND Policy, Admissions Policy, Behaviour for Learning Policy, Accessibility Plan, Equality Policy, Managing Medical Conditions, SEND Policy

At Paxton Academy Sports and Science, we believe that every child deserves the best possible education. We know that all staff need to work collaboratively to ensure that children make their best possible progress. The provision offered by the academy supports children with difficulties in communication and interaction, cognition and learning, social, emotional and mental health needs and sensory and physical needs.

As an academy based in Croydon we follow the guidance on provision for children with Special Educational Needs Disabilities in mainstream schools. This explains the different ways in which children with additional learning needs are provided for within the school. The academy also sets out ways that in which children with an additional learning needs are provided for within their primary setting. The academy follows our Accessibility Plan and Equality Policy.

The member of staff with overall responsibility for SEND at Paxton Academy is our Inclusion Manager, Jamie Stevenson. He can be emailed at [senco@paxtonacademy.org.uk](mailto:senco@paxtonacademy.org.uk)

### **What should you do if you are concerned about your child's progress or special educational needs?**

If you are concerned please come and talk to us. Your first step should be to speak to your child's class teacher about your concerns. They will know your child well and be able to discuss with you your child's progress and how their learning is being supported in the classroom. You can arrange a suitable time to meet with them by:

- Speaking with them at the end of the day.
- Calling the school office to make an appointment
- Emailing the school office to make an appointment

Your child's class teacher will inform the Inclusion Manager of your concerns, monitor your child's progress over a six-week period and then arrange a follow up meeting with you to review the concerns that were raised.

### **How does Paxton Academy decide if a child has special educational needs or disability and what extra help they need?**

A child and young person are identified as SEND if they have an identified learning difficulty or difficulty which requires additional learning provisions to be made for them.

If a child has a previously identified need, the academy will liaise with the services currently involved and request that all relevant information be shared with the academy.

### **How will I know how my child is doing and how will you help me to support my child's learning?**

Throughout the year parents are able to discuss their child's progress by arranging an appointment with the class teacher after school. Parents' evenings take place each term and these meetings give you an opportunity to discuss your child's progress and find out about ways to support your child at home. You will get an individual report at the end of the year which will be discussed during parents' evening. If your child is on the Special Educational Needs register they will have an Individual Education Plan which we will review and discuss with you termly. We also welcome your input when writing their targets. When appropriate the Inclusion Manager and class teacher may hold Team Around the Child Meetings to review your child's progress and attainment, alongside other professionals, such as our Educational Psychologist. Children with an Education Health and Care Plan (EHCP) have annual reviews once per year (6 monthly for

children in Early Years), in addition to termly or half termly meetings. These meetings provide an opportunity for parents/ carers and teachers to review progress and attainment and discuss ways to provide continued support for your child.

### **How will my child be involved and consulted?**

All children are seen as individual learners. Those children on the special educational needs register who have an Individual Education Plan will have their targets shared with them. Children with an Education Health Care Plan will contribute as part of the annual review progress when discussing your child's progress.

### **How do you assess and review my child's progress?**

Your child's attainment and progress are monitored through continuous assessment, through marking their work, asking additional questioning and providing verbal feedback during the lesson. During each half term pupil progress meetings are held with class teachers and members of the Senior Leadership Team to discuss the progress and attainment of each child. Moderation meetings take place with class teachers across the Wandle Learning Trust in sharing best practice and to ensure the consistency in levelling. The Inclusion Manager also meets with class teachers on a termly basis to review the targets of SEND children with an Individual Education Plan.

### **How is teaching and the curriculum adapted to my child's needs?**

Paxton Academy is an inclusive school which aims to meet the needs of all learners through providing quality first teaching, regardless of their additional learning needs, using a range of strategies and resources to ensure that they are able to access the curriculum and achieve their full potential. Lessons will be carefully planned by teachers and differentiated where appropriate. Pupils with an Education Health Care Plan may be supported through individualised resources, interventions and by adult support when appropriate.

### **How does Paxton Academy make the environment accessible for all children?**

Reasonable adjustments are made to ensure that the environment is physically accessible to pupils, staff and visitors. Environmental adaptations are made to environment when appropriate. Children with special educational needs may have access to multiple learning environments e.g. workstation within the class, designated space outside of the classroom and movement breaks may also be incorporated into their timetable.

### **How will my child be included in activities outside of the classroom?**

All children at Paxton Academy are able to attend after school clubs and educational trips.

### **How will my child be prepared for joining the school or transfer to a new school?**

Whether your child joins at the beginning of the year, or as an in-year admission, the Headteacher or Inclusion Manager will provide you with a tour of the school building and introduce to your child's class teacher and additional adults working in the classroom. The Inclusion Manager will contact the previous school if appropriate to ensure that targets being worked on are shared as well as resources or interventions. For children with an Education Health Care Plan, the Inclusion Manager will liaise with the previous primary school to ensure that all records are passed on and the specific needs are discussed as part of a Team Around the Child Meeting with the parent/carer. For children who are in Year 6 we will liaise with the person responsible for special educational needs at their designated secondary school and provide additional transition support if needed.

### **What external specialist services does the school use to help meet children's needs and how do you work together?**

We work with lots of other agencies and professionals to provide the best support possible for each child. This can include:

- Education Welfare Officer (supporting and raising attendance and punctuality)
- Croydon Educational Psychology Team (Octavo at a cost)
- Croydon Speech and Language Therapy Services (NHS)
- Croydon Occupational Therapy Services (NHS)
- Croydon CAMHs (Children and Adolescent Mental Health Service) (NHS)
- Croydon Social Care (As part of completing Early Help referrals to access additional support from the Local Authority)

### **What training and specialist skills do the staff supporting children with SEND have or are having?**

All staff receive regular training in supporting various special educational needs by the Inclusion Manager. This is facilitated by both internal staff, specialist staff from the Wandle Learning Trust and outside agencies e.g. Speech and Language Therapists.

### **What will you do if my child has medical needs?**

If your child has an identified medical need by a GP/Consultant, we will ask you to provide written proof of this to the school office. If needed, a care plan will be written by the Inclusion Manager with yourself, this will be shared with Croydon School Nursing Team to ensure that it is appropriately written. However, the school will request, where possible, that this comes from a medical profession working with your child e.g. Epileptic Nurse, Allergy Nurse etc.

All medical needs are discussed in detail with the school nurse and other relevant professionals that are involved in the care of the child. Pupils with significant medical needs are given a care plan which is shared with significant adults working with the child. Each class has a medical and dietary register. Children with significant medical or dietary needs e.g. epilepsy or severe allergies are known to all adults so that we ensure their safety at all times. The school also has trained first aiders.

### **What should I do if I am unhappy with the support my child is getting or with their progress?**

If you are unhappy with the support that your child is receiving your first point of contact is to meet and discuss this with the class teacher. If you feel that after meeting with the class teacher that there has been no improvement you can make an appointment to speak with the Inclusion Manager, Jamie Stevenson. Following this if you feel that there continues to be no improvement you can request a meeting with the Headteacher. Further information regarding a complaint can be found in the academy's Complaint Policy, this is available on the school website.

### **Where can I go for further advice and support?**

- **Croydon SENDIASS** provide an impartial, free and confidential service to all parents of children with SEND and young people with SEND. Visit their website at <https://www.kids.org.uk/croydon-sendiass> email [croydon@kids.org.uk](mailto:croydon@kids.org.uk) or telephone 0208 663 5630 / 5631.
- **Contact - Independent Support** provide impartial, free and confidential, independent support services to provide information and support for families who are going through the process of getting an Education, Health and Care Needs Assessment. Visit <https://contact.org.uk/> for more information.

More information about Croydon's local offer of services and support for children and young people with special needs and disabilities in Croydon can be found on the Local Offer website at <https://localoffer.croydon.gov.uk/kb5/croydon/directory/home.page>

**Feedback** This offer is intended to give you a clear, accurate and accessible information. We regularly review and make changes to what we offer and keep this information as up to date as possible. If you would like to comment on the content of the offer or make suggestions to improve the information, please contact [admin@paxtonacademy.org.uk](mailto:admin@paxtonacademy.org.uk)