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SEN AND DISABILITY POLICY AND INFORMATION REPORT

Document Summary

Document Owner:	Headteacher/SENCO
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Appendices:	None
On School Website?	Yes

Amendment History

Version	Amendment Date	Pg Num	Amendment Summary
5.00	30/09/2025	17	Chair of Governors name change
5.00	30/09/2025	16	Reference to a social story/transition book being sent home to all children
5.00	30/09/2025	14	Some classrooms in the old part of the school were not ideal acoustically for hearing impaired children so we have sought advice from the Sensory Support Service. This has been implemented and several rooms have been upgraded to be acoustically suitable. Strategies are also in place to support reasonable adjustments such as seating positions.



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5.00	30/09/2025	10	Change of differentiated to adapt and Adaptive teaching
5.00	30/09/2025	10	Addition of definition of graduated response
5.00	30/09/2025	10	Addition of - and the Bristol City Council Graduated Response Guidance 2024 - 2028
5.00	30/09/2025	6	Addition of - and the Bristol City Council Graduated Response Guidance 2024 - 2028
5.00	30/09/2025	6	Name of SEND governor
5.00	30/09/2025	5	Addition of - and the Bristol City Council Graduated Response Guidance 2024 - 2028
4.00	02/10/24	4	Change of differentiated to adaptive
4.00	02/10/24	4	Change of differentiated to adapted
4.00	02/10/24	9	Change of differentiated to adapting
4.00	02/10/24	10	Change of differentiated to adaptive
4.00	02/10/24	11	Deletion of reference to Top Up funding
3.00	31/01/24	3	Reference to Bristol Ordinarily Available Guidance
3.00	31/01/24	4	Duplicated statement
3.00	31/01/24	5	SEN and disability amended to SEND



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			Reference to Bristol Ordinarily Available Guidance
3.00	31/01/24	8	Reference to Bristol Ordinarily Available Guidance Reference to individual targets planned and agreed by CT and INCO
3.00	31/01/24	12	Addition of EHCP reference Addition of Team Teach training Addition of the Diabetes Specialist Nursing Team
3.00	31/01/2024	13	Removal of lunchtime club reference

Definitions of Special Educational Needs (SEND) taken from section 20 of the Children and Families Act 2014. A child or young person has SEND if they have a learning difficulty or disability which calls for special educational provision to be made for them. A child of compulsory school age or a young person has a learning difficulty or disability if they:

- a) have a significantly greater difficulty in learning than the majority of others of the same age; or
- b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions.

A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would do so if special educational provision was not made for them.

Children must not be regarded as having a learning difficulty solely because the language or form of language of their home is different from the language in which they will be taught.



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Compliance

This policy complies with the statutory requirement laid out in the Special Educational Needs and Disability (SEND) Code of Practice 0-25 (2014) 3.65 and has been written with reference to the following guidance documents:

- Equality Act 2010 advice for schools DfE (updated June 2018)
- SEND Code of Practice 0 – 25 2015 (Updated April 2020)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on Supporting pupils at school with medical conditions April 2014 (updated 2017)
- The National Curriculum in England Key Stage 1 and 2 framework document Sept 2014
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012 (Updated December 2021)

Rationale:

Summerhill Infant School is committed to providing an appropriate and high quality education to all of the children in our local community. We have high aspirations and expectations for all children identified as having SEND.

We strive to build solid foundations for citizenship and skills for life so that our children are prepared for the world beyond our school and they are ready for future development. Every teacher at Summerhill Infant School is a teacher of every child including those with SEND.

This policy was created by the INCo with input from the school SLT and the governors. The INCo for Summerhill Infant school is Mrs Jane Edwards. She is a qualified and experienced teacher. She is also a member of the Senior Leadership Team within the school. Mrs Edwards can be contacted by:

Tel: 0117 9030243

Email: sencosummerhilli@bristol-schools.uk



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Aims

- To provide every child with access to a broad and balanced education.
- To ensure the SEND Code of Practice and Disability Act and relevant Codes of Practice and guidance are implemented effectively across the school.

Objectives

- To monitor the progress of all pupils, to identify needs as they arise and to provide support as early as possible.
- To provide full access to the curriculum through adaptive planning and quality first teaching
- To provide specific input and support, matched to individual needs, in addition to adapted classroom provision, for those pupils requiring it.
- To ensure that pupils with SEND are perceived positively by all members of the school community, and that SEND and inclusive provision is positively valued and accessed by staff and parents/carers.
- To enable children to move on from us well equipped in the basic skills of literacy, numeracy and social independence to meet the demands of life and learning.
- To seek, monitor and respond to the views of both pupils and parents/carers in order to build high levels of confidence and partnership
- To make reasonable adjustments to enable all pupils to have full access to all elements of the school curriculum
- To work in co-operation and partnership with the Local Education Authority and other outside agencies, to ensure there is a multi-professional approach to meeting the needs of all children identified with SEND

Responsibility for the coordination of SEND provision

The Inclusion Co-ordinator (INCo) - which includes the role of Special Educational Needs Coordinator, is a qualified teacher and a member of the Senior Leadership Team. The Head Teacher has delegated the responsibility for coordinating the provision of Special Educational Needs to the INCo who is responsible for:

- Overseeing the day-to-day implementation of the school's SEND policy



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- Co-ordinating provision for children with SEND including ensuring that all teaching staff are aware of and teach to the standards stated in the Bristol Ordinarily Available Provision guidance and the Bristol City Council **Graduated Response Guidance 2024 - 2028**
- Liaising with the relevant Designated Teacher where a looked after pupil has also been identified as having SEND
- Advising on the graduated approach to providing SEND support
- Ensuring that an agreed, consistent approach is adopted
- Liaising with parents of pupils with SEND
- Liaising with early year's providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies
- Being a key point of contact with external agencies, especially the local authority and its support services
- Liaising with potential next providers of education to ensure a pupil and their parents are informed about options and a smooth transition is planned.
- Working with the head teacher and school governors to ensure that the school meets its responsibilities under the Equality Act (2010) with regard to reasonable adjustments and access arrangements.
- Maintaining the setting's SEND/Inclusion records
- Organise regular reviews of all children on the school SEND register and arrange meetings as appropriate with staff, parents and outside agencies
- Taking the role of leading SEND specific support staff through the annual Professional Development and Review process

The SEND governor will:

- Help to raise awareness of SEND issues at governing board meetings
- Monitor the quality and effectiveness of SEND provision within the school and update the governing board on this
- Work with the Head teacher and INCO to determine the strategic development of the SEND policy and provision in the school

The governor with responsibility for SEND is Mrs Joanie Crossan - contact via school office

The Head Teacher has responsibility:

- For the management of all aspect of the school's work, including provision for pupils with SEND
- To work closely with the INCo
- For the deployment of staff within the school
- For the monitoring and reporting to the governors



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Class Teachers are responsible for:

- The progress and development of every pupil in their class using the Bristol Ordinarily Available Provision guidance and the Bristol City Council **Graduated Response Guidance 2024 - 2028**
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions and how they can be linked to classroom teaching
- Working with the INCO to review each pupil's progress and development and decide on any changes to provision
- Ensuring they follow this SEND policy



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Identifying Special Educational Needs

We use a range of indicators to help identify children with special educational needs, including:

- The definition in the SEN Code of Practice (June 2015) *See definition of Special Educational Needs at start of policy.*
- Daily assessment for learning through questioning, discussion, observation and marking.
- Discussions with staff, the child (where appropriate), parents/carers and agency support.
- Information from previous settings. If a parent/carer has any concerns about their child's progress or attainment, they should first discuss these concerns with the class teacher. The class teacher will then involve the INCo (Mrs Edwards) as appropriate. All children are regularly assessed by their teachers and the data is then analysed. Where there are concerns these will be discussed with the INCo and Class Teacher and if appropriate additional support will be planned.

Behavioural difficulties do not necessarily mean that a child or young person has an SEND and should not automatically lead to a child being registered as having SEND.

Slow progress and low attainment do not necessarily mean that a child has SEND and should not automatically lead to a pupil being recorded as having SEND.

Persistent disruptive or withdrawn behaviours do not necessarily mean that a child or young person has SEND.

Identifying and assessing SEND for children or young people whose first language is not English requires particular care; difficulties related solely to limitations in English as an additional language are not SEND.



SEND Information Report

What kinds of SEND does Summerhill Infant School provide for?

Special educational provision is any educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age. The Special educational needs and disability code of practice (Jan 2015) categorises need under four areas:

- Communication and interaction
- Cognition and learning
- Social, mental and emotional health
- Sensory and/or physical needs

These can include:

- Social and communication skills needs such as expressing themselves and their emotions or understanding information or the emotions of others
- Speech and language development
- Reading, writing, speaking and listening, number skills
- Making friends or relating to adults and other children
- Behaving appropriately in school
- Sensory and physical needs which may affect a child in school

How does Summerhill Infant School know if my child needs extra help?

We aim to identify any special educational needs and disability as early as possible. When considering if a child needs support the school takes into account:

- Views of parents/carers or child
- Concerns raised by the child's class teacher
- Meetings/discussions with the child's nursery school/previous school
- Pupil progress and attainment over time. This may include progress in areas other than attainment, for example, social needs
- Specialist assessment and advice from relevant external agencies where applicable
- Medical diagnosis from a paediatrician



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- Attendance

These conversations will make sure that:

- Parents are formally notified when SEND support needs to be put into place
- Everyone develops a good understanding of the pupil's areas of strength and what concerns there may be
- Parents' concerns are taken into account
- Agreed outcomes sought for the child and understood by everyone involved
- Next steps are clear and understood by everyone involved

What should I do if I think my child may have SEND?

First speak to the class teacher to see if the family concerns are evident in school. If there are concerns, these will then be discussed with the INCo, Mrs Edwards, and additional support will be planned. This may be through in-school interventions or by referral to outside agencies and other professionals.

How will Summerhill Infants School support my child?

At Summerhill Infant School, we follow a graduated response in line with the Bristol City Council Graduated Response Guidance 2024 - 2028 approach and Bristol Ordinarily Available Provision guidance. (See separate document for details)

The **graduated response** is a system wide expectation that educational settings take increasing, proportionate and personalised steps to remove barriers to learning and promote positive outcomes. High quality teaching, adapted for individuals, is the first step in supporting children with SEND. Building on this foundation, a graduated response aims to provide a flexible and responsive system of support that promotes inclusion and ensures that a child's needs are met in a timely and appropriate manner.

Teachers are responsible and accountable for the progress and development of all the pupils in their class. So the teacher, with support from the INCo, will decide the action required to help your child make progress. These actions may include:

- Following the Bristol Ordinarily Available Provision guidance and the Bristol City Council Graduated Response Guidance 2024 - 2028
- Adapting teaching and learning styles
- Adapting learning for all pupils



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- Providing different learning materials or special equipment
- Personalised planning with individual targets agreed by the class teacher and the INCo
- Implementing academic, social and emotional interventions
- Monitoring the impact of interventions
- 1:1 or small group learning
- Additional training for staff
- Requesting support from professionals outside the school
- Implementing advice and interventions recommended by other professionals such as speech and language therapists, occupational therapists or an educational psychologists

How will the curriculum and environment be adapted to my child's needs?

At Summerhill Infant school we believe that your child's learning needs will first be met through the high quality teaching delivered by your class teacher. It is their responsibility to adapt work to enable each child to access the curriculum.

Adaptive teaching may take the form of:

- Use of specific strategies and/or resources such as using a range of teaching styles, giving longer processing times, pre teaching of key vocabulary, individual timetables etc.
- 1:1 or small group support from a Learning Support Assistant or the class teacher
- Specific and adaptive learning so that children can work independently
- Regular, detailed feedback to children so they know what their next steps for learning are.
- Additional specialist equipment to support their learning where advised by other professionals
- Regular reviews of the accessibility plan to ensure all children have the fullest access to the curriculum and school site as possible.

How will both you and I know how my child is doing and how will you help me to support my child with their learning?

Summerhill Infant School operates an open door policy and staff are always available to give advice and offer practical ideas to support your child. Your child's teacher will be available at the end of each day if you wish to speak briefly to them. Appointments can be made to



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speak in more detail to the teacher or INCo by visiting the school office and making an appointment.

In school, your child's progress will be monitored very closely on a daily basis by their class teacher. The HT and SLT/INCo track progress on a termly basis. Your child's progress will be shared with you through:

- Parents' Evenings twice a year:
- A written report in July, with an optional additional Parents' Evening.
- Informal conversations
- Annual reviews (Where there is an Educational Health Care Plan in place)
- Home/School communication book if required

We acknowledge that circumstances outside of school may affect the well-being of your child. We would urge you to inform the school, verbally or in writing, of any changes at home regarding your child's circumstances, so that we can better be prepared to deal with possible effects these may have on your child during the school day.

What support will there be for my child's overall wellbeing?

We are an inclusive school that celebrates equality and diversity. The happiness and well-being of all of our pupils is our primary concern. We believe that all children should feel safe, have their basic needs met and be made to feel special in school, regardless of their individual needs. Bullying of any kind is not tolerated at Summerhill Infant School

The class teacher has overall responsibility of the pastoral, medical and social care for every child in their class. If you have concerns about your child's well-being, your first point of contact is therefore your child's class teacher.

Children are supported with their social and emotional development throughout the school day, through the curriculum and extra-curricular activities. We use a scheme called Jigsaw, which is an approach to Personal Social Health Education (PSHE) that integrates personal, social, health and economic education with emphasis on emotional literacy, mental health and Spiritual Moral Social and Cultural development.

The school use a Nurture approach to meet the emotional needs of children and carefully planned interventions are provided. ELSA (Emotional Literacy Support) will also be provided through planned interventions.

Mrs Edwards, the INCo is the Mental Health and Well Being Lead for the whole school.



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Additional support from outside specialist staff can be arranged as needed for individual pupils, both in and out of the classroom e.g. Counselling, Bereavement Counselling.

Our Behaviour Policy - which includes guidance on expectations, rewards and sanctions is fully understood and in place by all staff. When applying this policy, adjustments are made taking into account the needs of the child.

All pupil views are sought through school council and other forums.

We regularly monitor attendance and take the necessary actions to prevent prolonged unauthorised absence.

How does the setting manage the administration of medicines and manage personal care?

We have an Administration of Medication Policy. Relevant staff are trained to support medical needs, including administration of medicines. Medicines can be administered in school with the consent of the Parents/Carers. In this case a signed Administration of Medicine form must be completed.

Any additional specialist training to administer medication to individual children will be sought as and when required.

If a child has a medical need then a detailed Care Plan is compiled with support from the school nurse and in consultation with the Parents/Carers. The Care Plan will be discussed with all staff involved with the pupil.

What specialist services and expertise are accessed by the school?

A wide range of outside agencies are available to support your child if this is necessary. We may involve these specialists where there are concerns that a child is not making expected progress despite evidence-based support and interventions that are matched to their needs. Parent/carers are always involved in any decision to seek advice and support from outside agencies and their views sought. Any information is shared with them.

We access specialist support for children as required. These include:

- Educational Psychology Service
- Physiotherapy Service
- Occupational Therapy Service
- Speech and Language Therapy Service
- Bristol Autism Team



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- Children and Adolescent Mental Health Service
- Paediatrician Service
- Specialist Nursing Services
- Social Care
- Sensory Support Service
- Bereavement Counselling

An Education, health, and Care Plan (EHCP) is for children and young people up to the age of 25 who need more support than is available through special education needs support. It identifies the needs of the child and sets out the additional support to meet those needs. We may decide to apply to Bristol SEND Team to carry out an EHCP assessment if we think your child needs one. This request can be made by anyone who thinks an assessment may be necessary, including teacher, parents, doctors and health visitors.

Further information can be found on Bristol Local Offer website – please see the end of this report for details.

What training do Staff supporting SEND have?

We have a rolling programme of training and support for staff, based on the needs of the children within school. Staff can access more individualised training if they are supporting a child with a more specific need.

Training we have received up to date includes:

- Read Write Inc
- CAMHS Cascade training
- Nurture training
- Training provided by Speech and Language Services
- Picture Exchange Communication Systems
- Sensory Support Service training for the visually impaired.
- Team Teach training
- British Sign Language training overview

Support staff working with individuals have received individual training from Occupational Therapy Service, Physiotherapy Service, Speech and Language Therapy Service, the Bristol Autism Team, the Diabetes Specialist Nursing Team and Teachers of the deaf.

How accessible is the education setting?



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The school has an Accessibility Plan that is regularly monitored and reviewed in compliance with legal requirements. It is available on request or can be found on the school website. We are also mindful of our duties under the Equality Act 2010. Due to the age of our school building there are many stairs and different levels to negotiate which make it unsuitable for wheelchair users at this time. Some classrooms in the old part of the school were not ideal acoustically for hearing impaired children so we have sought advice from the Sensory Support Service. This has been implemented and several rooms have been upgraded to be acoustically suitable. Strategies are also in place to support reasonable adjustments such as seating positions.

We have a changing room and toilet for children who need special assistance. Visual timetables are used in all classrooms.

We regularly monitor the learning environment in classrooms to ensure they meet our inclusive checklist.

How will my child be included in activities outside the classroom, including school trips?

We aim to make sure trips and activities can be accessed by all children. Risk assessments are carried out for school visits and ratios of staff to children are adjusted if required. If a child has a specific difficulty or medical need then the Parents/Carers will be consulted and an individual risk assessment carried out if necessary.

After school clubs are available to all children. Vulnerable children are given priority and adjustments will be made to support their participation. Health and safety audits and safeguarding audits are conducted to ensure that the school provides a safe environment for all children.

How will Summerhill Infant School prepare and support my child to join their setting, transfer to a new setting or the next stage of education and life?

We recognise that transitions can be difficult for a child with Special Educational Needs and take steps to ensure that any transition is as smooth as possible.

Transition arrangements are well planned with the local Early Years providers before the children enter our Reception class. There are induction events during the summer term for all children who are joining the Foundation Stage in September. The reception class teacher/teaching assistants will visit nursery settings. The Inco arranges to visit children identified as having SEND and additional meetings will be arranged with the nursery, parents and where necessary with other agencies who have been involved with your child to draw up a transition plan. Similarly, Year 3 children are well supported when they move to Key Stage 2. We will contact the school SENDCO and ensure he/she knows about any special



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arrangements or support that need to be made for your child. We will make sure that all records about your child are passed on as soon as possible.

A transition plan is devised and put into place with the new school where appropriate, and may include additional visits, specific transition work and identification of a mentor.

Children joining us from other schools are welcomed and information is sought from families and previous schools to aid transition.

When moving classes in school:

Information and SEND records will be passed on to the new class teacher. If your child has additional needs they will have a One Page Profile which will let their new teacher understand their likes, dislikes and ways to help them.

There will be a moving up day and time spent with new teachers. A social story or a transition booklet is sent home for all children to support this transition.

How are parents/carers involved in the education setting?

Partnership with parents plays a key role in enabling children with SEND to achieve their full potential. The school recognises that parents hold key information and have knowledge and experience to contribute to the shared understanding of a child's needs and the best way of supporting them.

We will aim to have an early discussion with you and your child when deciding whether your child needs special educational provision.

We fully involve Parents and Carers when writing and reviewing EHCP's, One Page Profiles, Pastoral Support Plans (PSPs), and when forming care plans to meet medical and physical needs.

If your child has involvement from any external professionals, e.g. Speech and language therapist or Occupational therapist, you will be invited into school to meet with them as your views and knowledge of your child is vital to building a clear picture in order to fully understand their needs.

If you wish to discuss any concerns with the Inclusion Manager – Mrs Jane Edwards, you can make an appointment at the school office.



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If I am not happy with the provision at the school, how can I share my concerns or make a complaint?

All staff at Summerhill Infant school are always happy to hear your views, comments, questions and concerns. In this way, we can celebrate our successes and work together to avoid any problem escalating. If you are not happy with the SEND provision at the school, please contact the class teacher or Inclusion Co-ordinator – Mrs Jane Edwards, to share your concerns. If your concerns have not been addressed and you wish to speak to Mr De N'Yeurt, the head teacher, please contact the school office to make an appointment.

If the matter cannot be resolved informally, then a formal complaint, in writing, should be forwarded to the Chair of the Governing Body, Mr Paul Hampson, via the school. A complaint form is available from the school office.

Who can I contact for further information?

If a Parent / Carer is concerned about their child they should first contact their child's teacher or the Inclusion Co-ordinator who is currently Mrs Jane Edwards (ask at school office).

If a Parent / Carer of a child with SEND is considering joining Summerhill Infant School they should speak to the Head teacher and Inclusion Co-ordinator, who will talk to them about their child's specific needs and how we can meet them.

Links to other specialist services:

- The Bristol SEND Local Offer is set out on their website <https://www.bristol.gov.uk/web/bristol-local-offer>
- Parents may also like to contact Parent Support Service at: <https://www.supportiveparents.org.uk/> Phone their Information, Advice & Support (IAS) line – 0117 9897725 , which is open from 9.30am – 4.30pm, Monday to Friday.
- Children's Community Health Partnership - <https://www.sirona-cic.org.uk/nhsservices/services/childrens-community-health-partnership-cchp/>



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Monitoring and Evaluation of Special Educational Needs and Disability

The School regularly and carefully reviews the quality of teaching for all pupils. The Inco regularly monitors interventions across the school and reports on their impact to SLT and the Head teacher. Book scrutiny, observations and Learning walks support the monitoring and evaluation of SEND across the school.

If a child has an EHC plan in place progress is monitored during an Annual Review meeting that celebrates successes and carefully reviews outcome based actions. It provides a specific action plan to inform the outcomes for the following year.

Communication with parents is actively encouraged at Summerhill Infant School and staff are available to talk with parents and carers on a regular basis.

Storing and Managing Information

All data including data stored electronically is subject to Data Protection law. All paper records will be held in line with the school's policy/protocol on security of information.

Reviewing the SEND Policy

This policy will be reviewed and updated annually. Parents, Governors and staff will be consulted.



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Signed _____ [Ira De N'Yeurt]

(Headteacher)

Date 31/01/2024

Signed _____ [Jane Edwards]
(INCo)

Date 30/09/2025

Signed _____ [Joanie Crossan]
(SEND Governor)

Date _____

Acronym	Meaning
SEN	Special Educational Needs
INCO	Inclusion Co-ordinator
EHCP	Education Health Care Plan
DfE	Department of Education
SLT	Senior Leadership Team
HT	Headteacher
SENDCo	Special Educational Needs Co-ordinator