



William Penn Special Educational Needs and Disability (SEND) Policy

SECTION 1: Introduction

COMPLIANCE

This policy complies with the statutory requirement laid out in the SEND Code of Practice: 0 – 25 Years (January 2015) and has been written with reference to the following guidance and documents.

- Equality Act 2010 (Equality Act 2010 and Schools, May 2014)
- SEND Code of Practice: 0 – 25 Years (January 2015)
- Schools SEN Information Report Regulations (2014)
- Statutory Guidance on Supporting Pupils at School with Medical Conditions (April 2014)
- The National Curriculum in England Key Stage 1 and 2 Framework Document (September 2013)
- Safeguarding Policy
- Accessibility Plan
- Teachers Standards 2012

The policy was created by the William Penn Primary School SENCo in consultation with the SEN Governor, the Leadership Team, staff and parents of pupils with SEND. The co-production of this policy reflects the spirit of the current SEND reforms.

SENCo

The coordinator of SEND and Inclusion is Rachel Sillett, who is currently working towards achievement of the 'National Award for Special Educational Needs Coordination' and will complete this in July 2018. The Headteacher is the advocate on the Senior Leadership Team.

SECTION 2: Aims and Objectives

Aims

Our vision statement, 'Living, Laughing and Learning Together' is centred on the importance of inclusion. We are committed to being an inclusive school, giving all our children every opportunity to achieve the highest of standards, regardless of their age, gender, ethnicity, religion attainment or background.

All teachers set appropriate learning challenges and respond to the children's diverse learning needs. Teachers promote high standards to ensure all children achieve their best, to become confident individuals living fulfilling lives. Every teacher is a teacher of every child, including

those with a Special Educational Need or Disability (SEND). The school uses its best endeavours to make sure that a child with SEN receives the support they need.

The policy will ensure that William Penn school meets the needs of children identified as having a SEND and gives due regard to general duties to promote disability equality. The school makes reasonable adjustments, including the provision of auxiliary aids and services for disabled children, to prevent them being put at a substantial disadvantage. Equality of opportunity is promoted and discrimination prevented. The policy outlines how children are identified, how provision is planned and carried out and systems for review. All our policies are interlinked and should be read and informed by all other policies. In particular, the SEND Policy is linked to safeguarding, medical, behaviour, anti-bullying and curriculum policies.

William Penn School is part of The Weald Network Group made up of 11 schools, who work together to improve outcomes for provision for children with SEND. The SEND Coordinator (SENCO) attends The Weald SEND Coordinators Locality Meetings twice termly and the locality's SEN Hub called The Weald Locality SEND Alliance, to further develop expertise, skills and knowledge with regard to SEND. The school has produced a Local Offer, which describes provision for pupils with SEND in our school. This document is reviewed annually and can be viewed on our website. A Local Offer has been produced by West Sussex Local Authority describing provision available within the county.

Objectives

William Penn School is committed to being an inclusive school, giving all children access to 'high quality first teaching' across a broad and balanced curriculum.

- To identify, at the earliest opportunity, and provide for pupils who have a special educational need and/or disability.
- To work within the guidance provided in the SEND Code of Practice: 0-25 Years (2015).
- To operate a 'whole pupil, whole school' approach to the management and provision of support for special educational needs.
- To provide a Special Educational Needs Coordinator (SENCo), who will work with the SEND Policy.
- To ensure that every child with SEND experiences a differentiated curriculum, success in their learning and achieves the highest possible standard.
- To provide intervention programmes which meet individual needs and provide both challenge and success.
- To involve pupils in planning and reviewing their learning experiences.
- To empower children to become independent learners, communicators and contribute to the life of the school.
- To work in partnership with parents, involving them in planning and reviewing their child's additional support in school.
- To provide a secure, inclusive, safe and caring environment for all pupils in school including those with SEND.
- To work with the Governing Body to enable them to fulfil their statutory monitoring role with regard to the SEND Policy.

- To work closely with external support agencies, where appropriate, to support the needs of individual pupils.
- To ensure that all staff have access to training and advice to support quality teaching and learning for all pupils.

SECTION 3: Special Educational Needs

Definition of SEND

A person may have a special educational need either throughout, or at any time during their lifetime.

The 2014 Code of Practice says that:

A person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her. At compulsory school age this means he or she has a significantly greater difficulty in learning than the majority of others 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.

(2014 Code of Practice: 0 to 25 Years, Introduction xiii and xiv)

There are four broad categories of need:

1. Communication and Interaction

A Speech and Language checklist is completed by the class teacher to highlight concerns and the SENCo will use the Renfrew Test to assess expressive language and the BPVS II test to assess receptive language. The SENCo will discuss the results with the NHS Speech and Language Therapist to consider recommendations for classroom strategies or investigate further.

2. Cognition and Learning

There are several specific learning difficulties or differences that impact on a child's learning, which require early identification, assessment and appropriate provision e.g. dyslexia, dyscalculia, dyspraxia, autism and ADD/ADHD.

William Penn School pays particular attention to the differences associated with dyslexia, due to the impact on a child's ability to access the curriculum when progress in reading and writing is below expectation. The SENCO is responsible for ensuring that assessment is thorough, using the Harcourt DST-J Dyslexia Screen. This is followed by the Wesford 1 or 2 assessment, if the child is 'At risk' of dyslexia. Appropriate high quality provision is made for the child.

William Penn School has adopted the Rose Report 2009 definition for dyslexia:

'Dyslexia is a learning difficulty that primarily affects the skills involved in accurate and fluent word reading and spelling.

Characteristic features of dyslexia are difficulties in phonological awareness, verbal memory, verbal processing speed and/or visual processing and visual memory.

Dyslexia occurs across a range of intellectual abilities.'

(Rose Report 2009 p.30-36)

3. Social, Mental and Emotional health

The class teacher and SENCo will discuss concerns and record them, for use when speaking to parents and/or outside agencies. The advice and recommendations from outside agencies are considered and appropriate provision provided.

4. Physical and Sensory

The class teacher and SENCo will discuss concerns and record them, for use when speaking to parents and outside agencies. The advice and recommendations from outside agencies are considered and appropriate provision provided.

These four broad areas of need are planned for at William Penn School. The purpose of identification is to assess and plan appropriate action for the school to take, to meet a child's needs. At the school, a child's needs are identified by considering the needs of the 'whole child', which will include not just the special educational needs of the child. There are other factors, which may impact on a child's learning but these are not necessarily identified as SEND. These are listed below:

- Disability
- Attendance and punctuality
- Health and welfare
- EAL
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a Young Carer

Any concerns relating to a child's behaviour is considered as an underlying response to a need, which will be recognised, identified, managed and appropriate provision made.

Section 4: A Graduated Approach to SEN Support

Identifying children with SEND

Teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from Teaching Assistants (TAs) or specialist staff. 'Quality First Teaching', differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. The Headteacher carries out one planned observation with each teacher per term. The SENCo visits classrooms to assist with inclusion and differentiation, as appropriate. Observations and coaching provides evidence of high quality teaching.

Children with SEND are identified by one or a combination of the following assessments, which are part of the overall approach to monitoring the progress of all pupils.

- Children's progress is monitored and a 'Progress Analysis Sheet' is produced and discussed at least termly progress between the class teacher and Headteacher, using Target-Tracker as the database for assessments. Assessments are also checked alongside national data. The SENCo also meets the Headteacher to check the progress of children with SEND. If a child is not making progress, despite 'Quality First Teaching', they are discussed by the SENCo, class teacher and Headteacher and a plan of action is agreed.

- Class teachers are continually aware of children's learning. If they observe that a child is making less than expected progress, given their age and particular circumstances, they will seek to identify a cause. This can be characterised by progress which is significantly slower than that of their peers from the same baseline; does not match or better the child's previous rate of progress or; does not close the attainment gap between the child and his or her peers.
- A parent may ask a teacher to look more closely at their child's learning. Parent requests are valued and investigated. Often the concern can be addressed by 'Quality First Teaching' and parent support. However, if the concern needs further thought and a greater response, the teacher and SENCo will work together with the parent and child to plan additional support.
- The SENCo may undertake a further assessment with a child, which will add to and inform the teacher's understanding of a pupil's strengths and areas of need. Parents are informed of such a decision and provided with the results of the assessment.
- The SENCo, in consultation with parents, may seek advice from an outside agency or professional, where this is an appropriate course of action. Although the SENCo can identify SEN, and make provision to meet those needs, she cannot make a diagnosis. Parents are advised to contact their GP with reference to conditions such as autism and ADHD.

After consultation with the class teacher, parents, and Headteacher, the SENCo will decide whether to place a child's name on the SEND Register at SEN Support.

Starting SEN Support

It is our aim to have positive, informative relationships with all our parents. In this way parents, pupils and teachers are aware of developments in a child's learning over time. Parents and teachers also meet at Parents Evenings in the Autumn and Spring Terms.

Once a child has been identified as having a SEND, the class teacher and SENCo will invite the parent into school to:

- Discuss any assessment results, showing strengths and areas of need
- Inform them of planned provision to meet the needs of the child
- Inform them that their child will be placed on the SEND register at SEN Support
- Co-produce an Individual Learning plan (ILP) for the child with 3-4 targets for the term.

This is part of the graduated approach and cycle of Assess-Plan-Do-Review, as set out in the Code of Practice 2014. Where possible, the child will be encouraged to participate in all or part of this process.

Records of these meetings are kept and the information is available for parents to keep. Thereafter, the parent and child are invited into school at the beginning of each term to meet to review the previous terms ILP, discuss assessments, progress and set new targets.

SEN Support

The school has well-defined processes to manage systems, to ensure appropriate high quality additional provision is made for children placed at SEN Support on the SEND Register.

- A one page 'Pupil Profile' is completed by the child with a Teaching Assistant (TA), class teacher or the SENCo in September. This has the headings: What is important to me; Great things about me and; What you need to know to support me. This can be updated through the year and is shared with parents, who may add to the profile, and all teachers who teach the child.
- The child reviews the previous terms ILP with his/her class teacher.
- Parents receive a letter at the beginning of each term, outlining the provision for their child over the term.
 - Parents are invited to discuss and review the previous ILP, completed assessments, planned provision and set 3-4 achievable targets for their child each term. A record of the meeting or contact is kept and documents sent home. The SENCo will have asked the class teacher for suggestions for targets to ensure targets support the child's next steps in their learning. An ILP is therefore co-produced by the parent, class teacher, SENCo and child, where appropriate, at the beginning of each term. The one page pupil profile will also be discussed. Parents are given a copy of these documents to keep. The child keeps a copy of the ILP in his or her classroom on or nearby the teacher's desk.
 - (Remove this statement: In cases where a parent cannot attend a meeting at the beginning of term, the SENCo will contact by phone and/or email, to ensure that information is shared.)
 - The SENCo is available to meet with parents on a Wednesday, or email or phone Thursday and Friday.
- Planned provision for the child may be individual support or small group work outside the classroom by a TA or the SENCo. A TA may support a child or children to access a differentiated curriculum within the classroom. The SENCo prepares an Intervention Target Sheet for each intervention. The TA responsible for the intervention will carry out a baseline assessment at the beginning of term and a review assessment at the end of term, to show progress.
- Parents are informed if an outside agency, e.g. Speech and Language Therapist, Educational Psychologist, is contacted to assess and provide recommendations for a child. The SENCo will ensure that assessments and/or reports are copied to parents and teachers. Recommendations are incorporated into a child's ILP, as targets.
- Each child registered as SEN Support has a file, which is stored in the SEND cupboard in the Staffroom. Teachers have their own SEN File in their classroom, which contains ILPs and recent assessments or reports.
- The SENCo meets with the Headteacher in a 'Progress Meeting' to analyse data and check progress of pupils at SEN Support. This occurs twice per term.

Education and Health Care Plan (EHCP, Statement of SEN pre 2014)

Despite the school having taken relevant and purposeful action to identify, assess and meet the SEN of a child, he or she may not have made expected progress. In such a case, the school or parents consider requesting an Education, Health and Care needs assessment. The school will provide the information required for the local authority to make an informed decision on whether to proceed with an EHCP.

Children, who with support, achieve well in a mainstream school are less often assessed for an EHC Plan. A child, who is given a diagnosis, e.g. dyslexia, ASD or ADHD, does not necessarily need an EHCP.

If the application for an EHCP is successful, a member of the local authority will arrange a meeting for parents, the child and the school, together with any health and social care professionals who are involved with the family. The meeting records the child's strengths, hopes, aspirations and barriers to their learning. Following the meeting the local authority will produce the EHCP, recording the decisions made at the meeting.

A child with an EHC Plan has termly meetings as described in SEN Support. In addition, the school leads an Annual Review for the child. The school seeks advice and information about the child prior to the meeting from all parties invited, e.g. Speech and Language Therapist, Educational Psychologist, Occupational Therapist, and sends any advice and information gathered to all those invited at least two weeks before the meeting.

The meeting focuses on the child's progress towards achieving the outcomes specified in the EHC plan, and on what changes might need to be made to the support that is provided to help them achieve those outcomes, or whether changes are needed to the outcomes themselves. The child and parents are encouraged to engage fully in the review meeting.

SECTION 5: Managing Pupils Needs on the SEND Register

All provision for SEND pupils is carefully planned, resourced and assessed. The following processes are followed to ensure that SEN provision is of a high quality, appropriate and measured.

Assess

- At the beginning of term the teachers meet with the SENCo to identify intervention programmes appropriate to meet the needs of the children at SEN Support, which will enable the children to achieve targets on their ILP. All involved use data from the previous term to make informed decisions.

Plan

- The SENCo writes the Intervention Target Sheets for the interventions, detailing entry need, time and frequency, targets, resources, lead person, baseline and review assessments.
- All Intervention Target Sheets are stored in a red folder marked 'Interventions', in the SEND cupboard in the Staffroom. The folder is kept up-to-date by the SENCo.
- The SENCo meets with the TAs to timetable interventions into the week.
- The SENCo prepares a Provision Map for each child on the SEND Register, which is shared with the parent and child at their termly SEN Support Meeting.

Do

- A baseline assessment is made by the lead person of the intervention, at the beginning of term or, in some instances, the review of the previous term is used as the baseline.
- The school works with all teachers and TAs on Performance Management and Continuous Professional Development. The SENCo observes TAs carrying out interventions to check intervention programmes are being delivered as high quality provision.

Review

- At the end of each term the lead person of the intervention, carries out a review assessment. In some instances this may be the end of term teacher assessment.
- The SENCo meets with the TAs to analyse data and discuss the progress of the children in interventions, and considers whether a child continues to need such provision for the following term.
- The SENCo meets with teachers at the beginning of the next term as described above (Assess).
- The SENCo records the review data, observations and information on the child's record to be used at the next term's SEN Support Meeting
- If the SENCo, in consultation with the teacher, TA and parent feels that a child has not met targets, a referral may be made to an appropriate service for support. Parents are always kept informed. Referral documents are stored on the West Sussex Local Offer website or provided by the service itself.

An 'Interventions Conference' is held once per year to provide children with a forum to give their views and opinions on school life, interventions and the support they are provided with. They are also asked if there are any other ideas they have for support. The children answer a questionnaire and the information is collated by the SENCo. The results are shared with the school staff and governors.

Not all children who attend an intervention are on the 'SEND Register'. Teachers and the SENCo discuss any children who will benefit from an intervention. Parents are informed and invited to come into school to discuss the course content.

Any child, who attends an intervention, earns 'Intervention Points' towards the end of term 'Interventions Cup'. Points are awarded for effort and achievement for each intervention the child attends, to help to motivate them. The points are collated in the school colour teams. The winning team is announced and presented at the end of term assembly. The cup is displayed in the school hall.

SECTION 6: Criteria for Exiting the SEND Register

At William Penn School the SEND Register is a fluid document. Children's names can be placed onto it or taken off it at any point in a term.

If a child makes good progress and no longer requires additional targeted support, which is additional to and different from his/her peers, it will be suggested to teachers and parents that the child no longer needs to be at SEN Support, according to the Code of Practice 2014. Only after consultation will a child's name be taken off the SEND Register.

SECTION 7: Supporting Pupils and Families

William Penn School creates positive and informative relationships with parents, to support pupils and families.

The Local Offer

The West Sussex Local Offer, details the support in the county available to help children and families.

<https://westsussex.local-offer.org/>

The SEND Information Report

The school's SEND Information Report, details provision for pupils with SEND.

<http://www.william penn.w-sussex.sch.uk/website>

Billingshurst and Pulborough Children and Family Centre

The centre offers advice and support for issues within the family.

Email: office.billingshurst@westsussex.gov.uk

Admission arrangements are explained on the school website.

<http://www.william penn.w-sussex.sch.uk/website/parentcarers/40>

Access arrangements for assessments

Access arrangements for assessments are set out by the government. The school ensures that arrangements are carefully planned, so that children are able to show their progress, e.g. a reader, scribe and additional time. The SENCo will carry out the necessary assessments and the class teacher and SENCo discuss and plan the appropriate arrangements for the child.

Transition

It is acknowledged that some children and parents find transition into a new school or class quite challenging and this can be particularly difficult for children with SEND.

- Transition to Reception (Key Stage 1)
 - a. Prior to entry to school, a meeting is held for new parents attended by the Headteacher and class teachers
 - b. A meeting between the SENCo and a key worker of the previous setting will meet to discuss any pupils transferring in September with known SEND.
 - c. The Reception class teacher visits children in their nursery setting
 - d. Visits are planned for children to attend the school for a few hours, in the Summer Term before transfer.
- Transition within school:
 - a. Additional visits to new classroom and teacher
 - b. One page Pupil Profile to pass to new teacher
- Transition to the Secondary Phase:
 - a. Annual Review Meetings (Statements of SEN/EHCP) for Year 5 pupils are held in the Spring or Summer Term. Secondary school staff are invited to attend to begin transition.

- b. Enhanced transition arrangements are tailored to meet individual needs. At least one additional visit is made to the new high school in the Spring Term or as early as is appropriate, before the main transition day in the Summer Term for all pupils.
- c. The high school SENCo meets with the SENCo of William Penn, to discuss needs of Year 6 pupils transferring in September and SEND documents passed on.
- d. The child's class teacher meets with a member of the high school staff, to discuss needs.

Managing Medical Conditions

The school policy on managing the medical conditions of pupils is on the website under policies.

SECTION 8: Supporting Pupils at School with Medical Conditions

The school recognises that pupils at school with medical conditions should be properly supported so that they have 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 SEND and may have a Statement of SEN or Education, Health and Care Plan (EHCP), which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice is followed.

Policies on medical conditions can be found on the school website under policies.

SECTION 9: Monitoring and Evaluation of SEND

The School monitors and tracks the progress of all children within the school, as described in sections 4 and 5 in this document. Below is a list of the assessments all children complete and then a further list shows the assessments children with SEN may complete in addition.

<u>Assessment</u>	<u>Time</u>
All:	
Autumn Term:	
Reading, Writing, Grammar, Punctuation and Spelling, Maths Science	Half Term and End of Term
Spring Term:	
Reading, Writing, Grammar, Punctuation and Spelling, Maths Science	End of Term
Summer Term:	
Reading, Writing, Grammar, Punctuation and Spelling, Maths Science	End of Term
In addition for children with SEND:	
YARC Reading Test (specific months)	As required (to replace specific months)

Non-verbal Reading Test	As required
Dyslexia Screening Test	Y3 and Y5 Spring Term
Wesford Phonological Awareness	As required
Sandwell Early Numeracy Test	As required (to replace
specific months)	
Speech Sounds	As required
Renfrew Vocabulary Test	As required
BPVSII Receptive Language Test	As required

There are other assessments for teachers and the SENCo to complete as required, e.g. A Boxall Profile, to monitor Social, Mental and Emotional Health.

Parent views are shared informally at SEN Support Meetings and Annual Reviews. Pupil views are heard and recorded at the 'Interventions Conference', described in section 5 of this document.

Evaluation and monitoring arrangements promote an active process of continual review and improvement of provision for all pupils.

SECTION 10: Training and Resources

The school is provided with resources to support those with additional needs, including pupils with SEN and disabilities. Most of these resources are determined by a local funding formula, discussed with the local schools forum. The school has an amount identified within their overall budget, called the notional SEND budget, which enables it to provide high quality appropriate support from the whole of its budget.

The SENCO, Headteacher and Governing Body have established a clear picture of the resources that are available to the school and considered their strategic approach to meeting SEND in the context of the total resources available, including any resources targeted at particular groups, such as the pupil premium. Classes are supported by TAs for several hours a week, some of the time working within the classroom and some working on interventions outside the classroom.

All of our teachers are trained to work with children with SEND. Some have more experience than others in this area. All teachers have access to information, advice, resources and training to enable them to teach all children effectively. SEND training is incorporated into our whole school staff training programme. This includes training from outside agencies, such as the NHS Speech and Language Service, as well as training from within school resources and self-help opportunities.

All teachers and support staff undertake induction on taking up a post and this includes a meeting with the SENCo to explain the systems and structures in place around the school's SEND provision and practice and to discuss the needs of individual pupils.

Teaching Assistants also have access to training within the school, as well as opportunities to attend training provided by external agencies.

The SENCo offers training and advice in school, as well as sharing resources and disseminating information relating to SEND issues. Training needs are identified through professional discussions within the school and in the locality.

The SENCo attends the Annual SEND Conference, organised by the West Sussex Local Authority, in order to keep up-to-date with local and national updates. Locality Planning and Review Meetings (PARM), help the SENCo to develop her knowledge, skill and practices.

The Weald Hub, SEND Alliance, can provide support for our school in terms of advice, resources and training. The school uses the NHS Speech and Language Service, the NHS School Nursing Service, a local authority Educational Psychologist, the Local Authority Learning Support Team and can access the Children and Family Centres.

SECTION 11: Roles and Responsibilities

The roles and responsibilities of key personnel for SEND are shown in the table below:

Role	Designated Person	Responsibility
SEND Governor	TBC	Meet the SENCo on a termly basis, to learn about the school's SEND provision and monitor the implementation of the SEND Policy. To check the school is working in accordance with the requirements of the Children and Families Act 2014 and the SEND Code of Practice: 0-25 Years (2015). Keep informed of developments in SEND nationally, locally and within the school.
Teaching Assistants	Line managed by the SENCo, Rachel Sillett and Deputy Headteacher Jane Ritchie	To support class teachers To follow the intervention programmes and work towards the targets set for children with SEND, in Interventions, 1:1 or in a small group.
Safeguarding	Stephen Kear (Headteacher) Jane Ritchie (Deputy Headteacher)	To provide support to staff members to carry out their safeguarding duties and who will liaise closely with other services such as children's social care.
Pupil Premium Grant and Looked After Children Funding	Stephen Kear (Headteacher)	Provision is collated by the Headteacher from SEND and other areas of provision.
Medical Needs	Debbie Jackson (School Secretary)	To meet the medical needs of pupils in accordance with policies, e.g. supporting children with medical conditions.

SECTION 12: Storing and Managing Information

The school uses Target-Tracker as its information system to monitor the progress and development of all pupils. Details of SEND, outcomes, teaching strategies and the involvement of specialists should be recorded as part of this overall approach. Individual SEND files are stored in the SEND Cupboard in the Staffroom. A Provision Map for each child at SEN Support is kept up-to-date and shared with parents. This shows provision over time and is essential if applying for an EHCP is recommended. Charts showing progress of children with SEND, useful to present to Governors or OFSTED are kept in a Pupil Progress folder. Individual SEND files are sent on to the child's High School at the end of Year 6.

SECTION 13: Reviewing the Policy

The Special Educational Needs and Disability (SEND) Policy will be reviewed annually (or sooner in the event of revised legislation or guidance).

SECTION 14: Accessibility

1. Support in the classroom

Our aim is for all children to be learning independently in the classroom, reaching their full potential. All children, including those with SEND, are taught by their teacher as well as being supported by Teaching Assistants. The aim is for a child with SEND to have sufficient support to achieve their targets, but without developing a learned dependence on an adult. Strategies such as scaffolding, visual and auditory prompts, and tactile and concrete resources enable children to gain understanding and enhance learning.

2. Interventions

The school has a range of interventions available, which are listed on a provision map. The child's profile of learning is analysed, in order for the correct intervention to be selected for the child.

The SENCo monitors the success of interventions closely. Children, who are not on SEN Support may join an intervention if it is felt this will be beneficial.

3. Learning environment

All classrooms are inclusion friendly. Teachers teach in a way that will support children with tendencies towards dyslexia, dyspraxia, ASD, ADHD etc. The school was awarded the 'Dyslexia Aware School Award' in July 2017.

The school building is 'disability friendly'. There are four ground level classrooms. Removed statement: There are four classrooms, three of which are at ground floor level around a central hall. The fourth classroom is a mobile classroom, in close proximity to the main building, with a slope to gain access. The school grounds are extensive.

Educational visits and residential visits are part of the curriculum and all children are included. No child is excluded from an educational visit or residential visit due to SEN, disability or medical needs.

The School's Accessibility Plan can be found on the website, under policies.

http://www.williamspenn.w-sussex.sch.uk/website/special_educational_needs_and_disability/83

4. Access to extra-curricular activities

All our children have equal access to lunchtime and after school clubs, which develop engagement with the wider curriculum. Adjustments and adaptations are made to suit the learning and physical needs of the children.

5. Contacts

Enquiries about a child's progress need to be addressed in the first instance to child's teacher. Teachers are available to discuss concerns with parents and appointments are advisable, by speaking to the teacher directly. Further enquiries can be addressed to Mrs. Rachel Sillett (Coordinator of SEND). Requests at the school office will be followed up by the SENCo, who is at the school Wednesday-Friday.

SECTION 15: Complaints

The school aims to work in partnership with parents to ensure a collaborative approach to meeting pupils' needs. Any concerns should be brought to the attention of the class teacher and/or SENCo and Headteacher. All complaints are taken seriously and solutions sought but if the problem is not resolved satisfactorily, the complaint will be heard through the school's complaints policy and procedure. The Complaints Procedure is on the website.

http://www.williamspenn.w-sussex.sch.uk/website/complaints_procedure/5488

SECTION 16: Bullying

All children's behaviour is responded to consistently in line with our Behaviour Policy. The school has a zero-tolerance approach to bullying, especially towards children with SEND. Allegations are actively investigated, and if there is cause, work begins with the parents, the bully and victim to improve social skills and resolve issues.

The school has an Anti-bullying Policy on its website.

<http://www.williamspenn.w-sussex.sch.uk/website/policies/57>

'Our vision for children with special educational needs and disabilities is the same as for all children and young people – that they achieve well in their early years, at school and in college, and lead happy and fulfilled lives.' (Code of Practice 2014)

Date completed: January 2018

Completed by: Rachel Sillett (Coordinator of SEND and Inclusion)

Review date: January 2019