



BURBAGE GROVE ROAD SCHOOLS FEDERATION

SEND POLICY 2025-2026

The governing board adopted this policy: 9.12.25

Chair of Governors:

Signed:

Date:

Contents

1. Aims	1
2. Vision and values.....	2
3. Legislation and guidance.....	3
4. Inclusion and equal opportunities	4
5. Definitions.....	4
6. Roles and responsibilities.....	5
7. SEND Information Report.....	9
8. Our approach to SEND support.....	10
9. Attendance	14
10. Safeguarding.....	14
11. Expertise and training of staff	15
12. Links with external professional agencies	15
13. Admission and accessibility arrangements	15
14. Complaints about SEND provision.....	17
15. Monitoring and evaluation arrangements.....	17
16. Links with other policies and documents.....	18

1. Aims

Our special educational needs and disabilities (SEND) policy aims to:

- Make sure our school fully implements national legislation and guidance regarding pupils with SEND;
- Set out how our school will:
 - Support and make provision for pupils with special educational needs and disabilities;
 - Provide pupils with SEND access to all aspects of school life so they can engage in the activities of the school alongside pupils who do not have SEND;
 - Help pupils with SEND fulfil their aspirations and achieve their best;
 - Help pupils with SEND become confident individuals living fulfilling lives;
 - Communicate with pupils with SEND and their parents or carers and involve them in discussions and decisions about support and provision for the pupil.

- Explain the roles and responsibilities of everyone involved in providing for pupils with SEND;
- Communicate with, and involve, pupils with SEND and their parents or carers in discussions and decisions about support and provision for the pupil;
- Make sure the SEND Policy is understood and implemented consistently by all staff.

2. Vision and values

Burbage Infants' School Vision:



Burbage Infants' School Values:



Burbage Infant School's vision reflects the important role we serve at the beginning of children's education and our inclusive approach to our Church School role.

Burbage Junior School Vision and Values:



As a Federation, we strive for the educational experience for learners with Special Educational Needs and Disability (SEND) to consistently be as good as it is for learners without SEND (equity of educational experience for all learners). Pupils with SEND have the greatest need for excellent teaching and are entitled to inclusive provision that supports

achievement at, and enjoyment of, school. All pupils, are entitled to achieve their potential personally, socially, emotionally and academically in all areas of the curriculum.

Our SEND Pledge ensures that the education of learners with SEND is as consistently good as it is for learners without SEND:

1. Pupils with SEND receive inclusive teaching and have a balance of appropriate class, group and individual support to achieve the best possible educational outcomes.
2. Pupils with SEND are taught a broad, rich and ambitious curriculum.
3. Pupils with SEND engage with a learning environment that supports confident communication.
4. Pupils with SEND use different support strategies that teachers provide to help them learn.
5. Pupils with SEND have Individual Education Plans that are reviewed with parents and carers termly.
6. Pupils with SEND have a parent or carer that works in partnership with the school to achieve genuine co-production to maximise outcomes.
7. Pupils with SEND are prepared for the next stage in their education
8. Pupils with SEND are set homework that is matched to their individual needs.
9. Pupils with SEND have the opportunities to become involved in pupil voice and wider curriculum activities.
10. Pupils with SEND take part in evidence informed interventions to overcome barriers to learning.

3. Legislation and guidance

This is based on the statutory [Special Educational Needs and Disability \(SEND\) Code of Practice](#) and the following legislation:

- [Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEND;
- [The Special Educational Needs and Disability Regulations 2014](#), which set out local authorities' and schools' responsibilities for education, health and care (EHC) plans, SEN coordinators (SENCOs) and the special educational needs (SEN) information report;
- The [Equality Act 2010](#) (section 20), which sets out the school's duties to make reasonable adjustments for pupils with disabilities;
- The [Public Sector Equality Duty](#) (section 149 of the Equality Act 2010), which set out the school's responsibilities to eliminate discrimination, harassment and victimisation; and advance equality of opportunity and foster good relations between people who share a protected characteristic (which includes having a disability) and those who don't share it;
- The [Governance Handbook](#), which sets out governors' /trustees' responsibilities for pupils with SEND;

- The [School Admissions Code](#), which sets out the school's obligation to admit all pupils whose education, health and care (EHC) plan names the school and its duty not to disadvantage unfairly children with a disability or with special educational needs.

4. Inclusion and equal opportunities

We strive to create an inclusive teaching environment that offers all pupils, no matter their needs and abilities, a broad, balanced and challenging curriculum. We are committed to offering all pupils the chance to thrive and fulfil their aspirations.

We will achieve this by making reasonable adjustments to teaching, the curriculum and the school environment to make sure that pupils with SEND are included in all aspects of school life.

5. Definitions

5.1 Special educational needs

A pupil has SEN if they have a learning difficulty or disability that requires special educational provision to be made for them.

They have a **learning difficulty or disability** if they have:

- A significantly greater difficulty in learning than most others of the same age, or;
- A disability which prevents or hinders them from making use of facilities of a kind generally provided for others of the same age in mainstream schools.

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

5.2 Disability

Pupils are considered to have a **disability** if they have a physical or mental impairment that has a substantial and long-term adverse effect on their ability to do normal daily activities.

The school will make reasonable adjustments for pupils with disabilities, so that they are not at a substantial disadvantage compared with their peers.

5.3 The four areas of need

The needs of pupils with SEND are grouped into 4 broad areas. Pupils can have needs that cut across more than 1 area, and their needs may change over time.

Interventions will be selected that are appropriate for the pupil's particular area(s) of need, at the relevant time.

AREA OF NEED	
Communication and interaction	<p>Pupils with needs in this area have difficulty communicating with others. They may have difficulty understanding what is being said to them, have trouble expressing themselves, or do not understand or use the social rules of communication.</p> <p>Pupils who are on the autism spectrum often have needs that fall in this category.</p>
Cognition and learning	<p>Pupils with learning difficulties usually learn at a slower pace than their peers.</p> <p>A wide range of needs are grouped in this area, including:</p> <ul style="list-style-type: none"> • Specific learning difficulties, which impact 1 or more specific aspects of learning, such as: dyslexia, dyscalculia and dyspraxia • Moderate learning difficulties • Severe learning difficulties • Profound and multiple learning difficulties, which is where pupils are likely to have severe and complex learning difficulties as well as a physical disability or sensory impairment
Social, emotional and mental health	<p>These needs may reflect a wide range of underlying difficulties or disorders. Pupils may have:</p> <ul style="list-style-type: none"> • Mental health difficulties such as anxiety, depression or an eating disorder • Attention deficit hyperactive disorder (ADHD) or attachment disorder • Suffered adverse childhood experiences <p>These needs can manifest in many ways, for example as challenging, disruptive or disturbing behaviour, or by the pupil becoming withdrawn or isolated.</p>
Sensory and/or physical	<p>Pupils with these needs have a disability that hinders them from accessing the educational facilities generally provided.</p> <p>Pupils may have:</p> <ul style="list-style-type: none"> • A sensory impairment such as vision impairment, hearing impairment or multi-sensory impairment • A physical impairment <p>These pupils may need ongoing additional support and equipment to access all the opportunities available to their peers.</p>

6. Roles and responsibilities

6.1 The SENCO

The SENCO at Burbage Infants is Philippa Jesson - contact 01455 239931

The SENCO at Burbage Junior School is Vicky Lucas - contact 01455 630 970

The advisory SENCO at Burbage Infants is Vicky Lucas

They will:

- Inform any parents and carers that their child may have SEN and then liaise with them about the pupil's needs and any provision made;
- Work with the Executive Headteacher and SEN governor to determine the strategic development of the SEND policy and provision in the school;
- Have day-to-day responsibility for the operation of this SEND policy and the co-ordination of specific provision made to support individual pupils with SEN, including those who have EHC plans;
- Provide professional guidance to colleagues and liaise and work with staff, parents and carers, and other agencies to make sure that pupils with SEN receive appropriate support and high-quality teaching;
- Advise on the graduated approach to providing SEN support and differentiated teaching methods appropriate for individual pupils;
- Advise on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively;
- Be a point of contact for external agencies, especially the local authority (LA) and its support services, and work with external agencies to ensure that appropriate provision is provided;
- Liaise with potential next providers of education to make sure that the pupil and their parents and carers are informed about options and that a smooth transition is planned;
- When a pupil moves to a different school or institution: Make sure that all relevant information about a pupil's SEN and the provision for them are sent to the appropriate authority, school or institution in a timely manner;
- Work with the Executive Headteacher and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements;
- Make sure the school keeps its records of all pupils with SEND up to date and accurate;
- With the Executive Headteacher, monitor to identify any staff who have specific training needs regarding SEN, and incorporate this into the school's plan for continuous professional development;
- With the Executive Headteacher, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer;
- Prepare and review information for inclusion in the school's SEN information report and any updates to this policy;

- With the Executive Headteacher and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

6.2 The governing board

The governing board is responsible for making sure the following duties are carried out, though the duties can be delegated to a committee or an individual:

- Co-operate with the LA in reviewing the provision that is available locally and developing the local offer;
- Do all it can to make sure that every pupil with SEND gets the support they need
- Make sure that pupils with SEND engage in the activities of the school alongside pupils who don't have SEND;
- Inform parents and carers when the school is making special educational provision for their child;
- Make sure that the school has arrangements in place to support any pupils with medical conditions;
- Provide access to a broad and balanced curriculum;
- Have a clear approach to identifying and responding to SEND;
- Provide an annual report for parents and carers on their child's progress;
- Record accurately and keep up to date the provision made for pupils with SEND;
- Publish information on the school website about how the school is implementing its SEND policy, in a SEN information report;
- Publish information about the arrangements for the admission of disabled children, the steps taken to prevent disabled children being treated less favourably than others, the facilities provided to assist access of disabled children, and the school's accessibility plans;
- Make sure that there is a qualified teacher designated as SENCO for the school and that the key responsibilities of the role are set out, and monitor the effectiveness of how these are carried out;
- Determine their approach to using their resources to support the progress of pupils with SEND.

6.3 The SEND link governor

The SEND link governor is Helen Johnston. 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 Executive Headteacher and SENCO to determine the strategic development of the SEND policy and provision in the school.

6.4 The Executive Headteacher

The Executive Headteacher will:

- Work with the SENCO and SEND link governor to determine the strategic development of the SEND policy and provision within the school;
- Work with the SENCO and school governors to make sure the school meets its responsibilities under the Equality Act 2010 with regard to reasonable adjustments and access arrangements;
- Have overall responsibility for, and awareness of, the provision for pupils with SEND, and their progress;
- Have responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the LA to support individual pupils;
- Make sure that the SENCO has enough time to carry out their duties;
- Have an overview of the needs of the current cohort of pupils on the SEND register;
- Advise the LA when a pupil needs an EHC needs assessment, or when an EHC plan needs an early review;
- With the SENCO, monitor to identify any staff who have specific training needs regarding SEN and incorporate this into the school's plan for continuous professional development;
- With the SENCO, regularly review and evaluate the breadth and impact of the SEND support the school offers or can access, and co-operate with the LA in reviewing the provision that is available locally and in developing the local offer;
- With the SENCO and teaching staff, identify any patterns in the school's identification of SEN, both within the school and in comparison with national data, and use these to reflect on and reinforce the quality of teaching.

6.5 Class teachers

Each class teacher is responsible for:

- Planning and providing high-quality teaching that is differentiated to meet pupil needs through a graduated approach;
- The progress and development of every pupil in their class;
- Working closely with any teaching assistants or specialist staff to plan and assess the impact of support and interventions, and consider how they can be linked to classroom teaching;
- Working with the SENCO to review each pupil's progress and development, and decide on any changes to provision;
- Ensuring they follow this SEND policy and the SEN information report;
- Communicating with parents and carers regularly to:
 - Set clear outcomes and review progress towards them;
 - Discuss the activities and support that will help achieve the set outcomes;
 - Identify the responsibilities of the parent or carer, the pupil and the school;

- Listen to the parents or carers concerns and agree their aspirations for the pupil.

6.6 Parents or carers

Parents or carers should inform the school if they have any concerns about their child's progress or development.

Parents or carers of a pupil on the SEND register will always be given the opportunity to provide information and express their views about the pupil's SEND and the support provided. They will be invited to participate in discussions and decisions about this support. They will be:

- Invited to termly meetings to review the provision that is in place for their child;
- Asked to provide information about the impact of SEN support outside school and any changes in the pupil's needs;
- Given the opportunity to share their concerns and, with school staff, agree their aspirations for the pupil;
- Given an annual report on the pupil's progress.

The school will take into account the views of the parent or carer in any decisions made about the pupil.

6.7 The pupil

Pupils will always be given the opportunity to provide information and express their views about their SEND and the support provided. They will be invited to participate in discussions and decisions about this support. This might involve the pupil:

- Explaining what their strengths and difficulties are
- Contributing to setting targets or outcomes
- Attending review meetings
- Giving feedback on the effectiveness of interventions

The pupil's views will be taken into account in making decisions that affect them, whenever possible.

7. SEND Information Report

The school publishes a SEND Information Report on its website, which sets out how this policy is implemented in the school. The report will be updated annually and as soon as possible after any changes to the information it contains.

8. Our approach to SEND support

8.1 Identifying pupils with SEND and assessing their needs

We will assess each pupil's current skills and levels of attainment when they start at the school. This will build on information from previous settings and Key Stages, where appropriate. We will also consider any evidence that the pupil may have a disability and if so, what reasonable adjustments the school may need to make.

Every term we hold pupil progress meetings. These meetings center around the progress and wellbeing of all pupils. Each year group team meets with the Executive Headteacher, Deputy Headteacher and the SENCO to discuss the individual needs, wellbeing, attendance, progress and effectiveness of provision for each pupil. This ensures that we identify who needs an intervention to maximise progress. We review the impact of interventions and identify targeted support for barriers to learning to ensure all pupils make progress from their individual starting point.

Class teachers will regularly assess the progress of all pupils and identify any whose progress:

- Is significantly slower than that of their peers starting from the same baseline
- Fails to match or better their previous rate of progress
- Fails to close the attainment gap between them and their peers
- Widens the attainment gap

This may include progress in areas other than attainment, for example, wider development or social needs.

If the teacher notices that a pupil is falling behind, they try to find out if the pupil has any gaps in their learning. If they can find a gap, they will give the pupil extra support or intervention to try to fill it. Pupils who don't have SEN usually make progress quickly once the gap in their learning has been filled.

The SENCO might observe the pupil in the classroom or in the playground to see what their strengths and difficulties are. They will have discussions with the child's teacher/s, to see if there have been any issues with, or changes in, their progress, attainment or behaviour. They will also compare the child's progress and development with their peers and available national data. When teachers identify an area where a pupil is making slow progress, they will target the pupil's area of weakness with differentiated, high-quality teaching. If progress does not improve, the teacher will raise the issue with the SENCO to have an initial discussion about whether this lack of progress may be due to a special educational need. Where

necessary they will, in consultation with the pupil's parents or carers, consider consulting an external specialist.

If the pupil is still struggling to make the expected progress, the teacher will talk to the SENCO. Potential short-term causes of impact on behaviour or performance will be considered, such as bullying or bereavement. Staff will also take particular care in identifying and assessing SEN for pupils whose first language is not English. Slow progress and low attainment will not automatically mean a pupil is recorded as having SEN. The SENCO will seek parent or carer opinion and speak to the child to get their input as well. They may also, where appropriate, ask for the opinion of external experts such as a speech and language therapist, an educational psychologist, or a paediatrician.

When deciding whether the pupil needs special educational provision, we will start with the desired outcomes, including the expected progress and attainment, and the views and the wishes of the pupil and their parents or carers. We will use this to determine the support that is needed and whether we can provide it by adapting our core offer, or whether something different or additional is needed.

Based on all of this information, the SENCO will decide whether the child needs SEN support. If the child does need SEN support, their name will be added to the school's SEN register, and the SENCO and the child's class teacher will work with you to create an Individual Education Plan (IEP).

If a pupil is joining the school, and:

- Their previous setting has already identified that they have SEN
- They are known to external agencies
- They have an education, health and care plan (EHCP)

then the school will work in a multi-agency way to make sure we get relevant information before the pupil starts at school, so support can be put in place as early as possible.

8.2 Consulting and involving pupils and parents or carers

The school will put the pupil and their parents at the heart of all decisions made about the child's learning, wellbeing and special educational provision. We actively encourage partnerships with parents through our 'Time to Talk' parent and carer meetings with the SENCO for SEND issues, through termly meetings, parents' meetings and scheduled telephone calls.

When we are aiming to identify whether a pupil needs special education provision, we will have an early discussion with the pupil and their parents or carers. These conversations will make sure that:

- Everyone develops a good understanding of the pupil's areas of strength and difficulty
- We take into account any concerns the parents and carers have
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on what the next steps are

We will formally notify parents and carers if it is decided that a pupil will receive special educational provision.

8.3 The graduated approach to SEN support

Once a pupil has been identified as having SEN, we will take action to remove any barriers to learning, and put effective special educational provision in place. This support will be delivered through successive rounds of a 4-part cycle known as the graduated approach.

- **Assess**

The pupil's class teacher and the SENCO will carry out a clear analysis of the pupil's needs. The views of the pupil and their parents and carers will be taken into account. The school may also seek advice from external support services.

The assessment will be reviewed regularly to help make sure that the support in place is matched to the pupil's need. For many pupils, the most reliable way to identify needs is to observe the way they respond to an intervention.

- **Plan**

In consultation with the parents and carers and the pupil, the teacher and the SENCO will decide which adjustments, interventions and support will be put into place, the expected outcomes, and a clear date for review.

All staff who work with the pupil will be made aware of the pupil's needs, the outcomes sought, the support provided and any teaching strategies or approaches that are needed.

This information will be recorded on our management information system (SIMS) and on online whole school Provision Map (Edukey). As a school, we use Provision Map which is accessible to all staff and parents and carers. Each pupil on the SEND register will either have a pupil passport, Individual Education Plan or Education Health and Care Plan (EHCP). Provision Map allows parents and carers to easily see the child's targets on the individual education plan. Parents and carers are provided with a URL and the unique Access code for their child by their child's class teacher. Parents and carers will be fully aware of the planned support and interventions, and may be asked to reinforce or contribute to progress at home.

- **Do**

The pupil's class or subject teacher retains overall responsibility for their progress. Where the plan involves group or 1-to-1 teaching away from the main class or subject teacher, they still retain responsibility for the pupil. They will work closely with any teaching assistants or specialist staff involved, to plan and assess the impact of support and interventions and how they can be linked to classroom teaching.

The SENCO will support the teacher in further assessing the pupil's particular strengths and weaknesses, in problem solving and advising on how to implement support effectively.

- **Review**

The effectiveness of the support and interventions and their impact on the pupil's progress will be reviewed in line with the agreed date.

We will evaluate the impact and quality of the support and interventions. This evaluation will be based on:

- The views of the parents and carers and pupils
- The level of progress the pupil has made towards their outcomes
- The views of teaching staff who work with the pupil

The teacher and the SENCO will revise the outcomes and support in light of the pupil's progress and development, and in consultation with the pupil and their parents or carers.

8.4 Levels of support

School-based SEN provision

Pupils receiving SEN provision will be placed on the school's SEND register. These pupils have needs that can be met by the school through the graduated approach. Where the pupil's needs cannot be adequately met with in-house expertise, staff will consider involving an external specialist as soon as possible.

The provision for these pupils is funded through the school's notional SEND budget.

On the census these pupils will be marked with the code K.

Education, health and care (EHC) plan

Pupils who need more support than is available through the school's school-based SEN provision may be entitled to an EHC plan. The plan is a legal document that describes the needs of the pupil, the provision that will be put in place, and the outcomes sought.

The provision for these pupils will be funded from the school's notional SEND budget, and potentially from the LA (from the high-level needs funding block of the dedicated schools grant).

On the census these pupils will be marked with the code E.

8.5 Evaluating the effectiveness of SEN provision

We will evaluate the effectiveness of provision for your child by:

- Reviewing their progress towards their goals each term as part of pupil progress meetings and at parents' evenings each term with parents and carers;
- Reviewing the impact of interventions each term as part of pupil progress meetings;
- Using pupil questionnaires;
- Monitoring and quality assurance by the SENCO;
- Using provision maps to measure progress;
- Holding an annual review if they have an education, health and care plan (EHCP);
- Carrying out the review stage of the graduated approach in every cycle of SEN support;
- Using pupil questionnaires;
- Getting feedback from the pupil and their parents or carers.

9. Attendance

Many pupils with SEND face complex barriers to attendance. Their right to an education is the same as any other pupil and therefore the attendance ambition for these pupils is the same as it is for any other pupil. However, they may need additional support.

Our approach to supporting pupils who are absent from school due to their SEND is set out in our attendance policy.

10. Safeguarding

We recognise that pupils with SEND can face additional safeguarding challenges. Children with disabilities are more likely to be abused than their peers, and additional barriers can exist when recognising abuse, exploitation and neglect in this group.

For more details of the pastoral support we offer pupils with SEND, and the support we provide to help pupils overcome any communication barriers they face, see our safeguarding policy.

11. Expertise and training of staff

Training will regularly be provided to teaching and support staff. The Executive Headteacher, Deputy Headteacher and the SENCO will continuously monitor to identify any staff who have specific training needs and will incorporate this into the school's plan for continuous professional development.

12. Links with external professional agencies

The school recognises that it won't be able to meet all the needs of every pupil. Whenever necessary the school will work with external support services such as:

- Educational Psychologist
- NHS/Pepper Therapy Speech and Language therapists
- Autism Outreach
- Leicestershire Inclusion Service
- Oakfield School Support
- Leicestershire Learning Support Team
- Occupational therapists
- GPs or paediatricians
- Child and Adolescent Mental Health Services (CAMHS)
- School Nursing Service

13. Admission and accessibility arrangements

13.1 Admission arrangements

If there are more applications for a place than there are places available within the school's admission number, places will be allocated in accordance with the following criteria and in the order shown below:

Special Educational Needs

All children with an Education Health and Care Plan that name the school will be admitted before all other applicants.

The Priority criteria for Leicestershire 'maintained schools' is set out below:

1st Children who are looked after and those children who were previously looked after children.

2nd Pupils who live in the catchment area at point of application.

- 3rd** Sibling, where there is sibling attending the requested school and will still be attending the requested school at point of entry.
- 4th** Pupils who have a serious medical condition or exceptional social or domestic needs that make it essential they attend the school requested. (Professional documentation confirming the situation must be submitted with the application.)
- 5th** Pupils with a sibling attending the Linked Junior School.
- 6th** Pupils living nearest to the school measured in a straight-line distance (home to school front gate).

The admissions details can be found on the school website.

13.2 Accessibility arrangements

Schools are required under the Equality Act 2010 to have an accessibility plan. The purpose of the plan is to:

- Increase the extent to which disabled pupils can participate in the curriculum;
- Improve the physical environment of the school to enable disabled pupils to take better advantage of education, benefits, facilities and services provided;
- Improve the availability of accessible information to disabled pupils.

Our school aims to treat all its pupils fairly and with respect. This involves providing access and opportunities for all pupils without discrimination of any kind. The primary objective is to reduce and where reasonably practicable and affordable, eliminate barriers to access to the curriculum and to enable full participation in the school community for pupils, and prospective pupils with a disability.

We recognise the need to provide adequate resources for implementing plans and will regularly review them. The plan will be made available online on the school website, and paper copies are available upon request. Our school is also committed to ensuring staff are trained in equality issues with reference to the Equality Act 2010, including understanding disability issues and recognises its duty under the Equality Act to:

- Not discriminate against disabled pupils in their admissions and exclusions, and provides of education and associated services;
- Not to treat disabled pupils less favourably;
- To take reasonable steps to avoid putting disabled pupils at a substantial disadvantage
- To publish an accessibility plan;

- The school also recognises and values parents and carers' knowledge of their child's disability and its effect on his/her ability to carry out normal activities, and respects the parents' and child's right to confidentiality.

The full accessibility plan can be found on the school website.

14. Complaints about SEND provision

Where parents and carers have concerns about our school's SEND provision, they should first raise their concerns informally with the SENCO or Executive Headteacher. We will try to resolve the complaint informally in the first instance. If this does not resolve their concerns, parents and carers are welcome to submit their complaint formally.

Formal complaints about SEND provision in our school should be made to the SENCO or Executive Headteacher in the first instance. They will be handled in line with the school's Complaints Policy.

If the parent or carer is not satisfied with the school's response, they can escalate the complaint. In some circumstances, this right also applies to the pupil themselves. To see a full explanation of suitable avenues for complaint, see pages 246 and 247 of the [SEN Code of Practice](#).

If they feel that the school discriminated against their child because of their SEND, they have the right to make a discrimination claim to the first-tier SEND tribunal. To find out how to make such a claim, you should visit: <https://www.gov.uk/complain-about-school/disability-discrimination>

You can make a claim about alleged discrimination regarding:

- Admission
- Exclusion
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services
- Before going to a SEND tribunal, you can go through processes called disagreement resolution or mediation, where you try to resolve your disagreement before it reaches the tribunal.

15. Monitoring and evaluation arrangements

15.1 Evaluating the effectiveness of the policy

We are constantly looking for ways to improve our SEND policy. We will do this by evaluating whether or not we are meeting our objectives set out in section 1.

We will evaluate how effective our SEND provision is with regards to:

- All staff's awareness of pupils with SEND at the start of the autumn term;
- How early pupils are identified as having SEND;
- Pupils' progress and attainment once they have been identified as having SEND;
- Whether pupils with SEND feel safe, valued and included in the school community;
- Comments and feedback from pupils and their parents or carers.

15.2 Monitoring the policy

This policy will be reviewed by Vicky Lucas (SENCO) and Philippa Jesson (SENCO) **every year**. It will also be updated when any new legislation, requirements or changes in procedure occur during the year.

It will be approved by the Executive Headteacher and governing board.

16. Links with other policies and documents

This policy links to the following documents

- SEND School Information Report
- Accessibility Plan
- Behaviour Policy
- Children with Health Needs who Cannot Access School Policy
- Attendance Policy
- Child Protection Policy
- Complaints Policy
- Equality and Diversity Policy
- The local offer <https://www.leicestershire.gov.uk/education-and-children/special-educational-needs-and-disability>

These documents can be found on the school website.