



Special Educational Needs / Inclusion Policy

September 2025

To be reviewed September 2026

The Diocese of Sheffield Academies Trust is committed to the view that each child is unique and of infinite value to God.

Introduction

Trinity Croft C of E Primary Academy is committed to providing equal opportunities for all pupils. We believe children are entitled to a broad and balanced curriculum based upon the National Curriculum 2014.

We aim to provide a stimulating, supportive environment where all children are motivated to learn. Whenever possible, work is based on first-hand experience, using a multisensory approach. Work is adapted according to the needs of the child, or groups of children. We aim to promote confidence, self-esteem and independence.

At Trinity Croft C of E Primary Academy, we are guided by the SEN Code of Practice 2015. This is a whole school approach, ensuring continuity and progression as the child moves through school and onto subsequent schools. The development of learning support is seen as a service for the whole school, so that helping children with learning difficulties is an integral part of teaching and learning. The needs of all of our pupils are met through carefully planned lessons delivered by outstanding teachers who understand the needs of the children in their class.

We consider parents to be our partners in the education of their child and recognise that their help and support is of vital importance to aid their child's learning. When a child is initially identified as having special educational needs, parental permission is sought for the child to be placed on the SEND Register. Parents are then kept fully informed of their child's progress through regular contact with school (i.e. a copy of any support plan is sent home and parents are invited to review meetings).

We recognise the importance of liaison with outside agencies (e.g. Specialist Inclusion Team, Educational Psychology Service, Speech and Language Therapy Service, Aspire Outreach, School Nurse) as they offer much help and advice in securing the best possible provision for our children with SEND.

Aims

- To create an inclusive environment which meets the needs of each child.
- To ensure that the special educational needs of children are identified, assessed and provided for.
- To identify the roles and responsibilities of staff/other adults in providing for children with Special Educational Needs.
- To enable all children to have full and equal access to all elements of the school curriculum and all other aspects of school life.

Objectives

- To identify children with SEND as early as possible, to remove/minimise barriers to learning and prevent the development of more significant needs.
- To ensure that the child's needs are assessed, and information is gathered, so that appropriate School Support Plans can be developed (ensuring that targets are achievable and measurable).
- To ensure that progress is monitored, records are kept and that reviews take place, with recommendations for future provision.
- To identify the roles and responsibilities of the Special Educational Needs and Disabilities co-ordinator (SENDCO), Head of School, class teacher, parents, LSS, other outside agencies, schools and the Governing Body in order to ensure effective liaison and give the best possible provision for the child.
- To fully include children with SEND in class, providing appropriate resources and support.
- To ensure that our children have a voice in this process.

Identification of Children with Special Educational Needs

Children have Special Educational Needs if they have a difficulty that calls for special educational provision to be made for them.

Children have a learning difficulty if they:

- have a significantly greater difficulty in learning than the majority of children the same age; or
- have a disability which prevents or hinders them from making use of educational facilities provided for children of the same age in schools, within the area of the LA.

The Code of Practice identifies four areas of SEND:

- communication and interaction
- cognition and learning
- behaviour, emotional and social development
- sensory and/or physical

Implementation of the Code of Practice

Successful implementation relies upon:

- early identification
- best practice when devising interventions

- considering the views of the child
- effective partnership with parents
- regular evaluation of interventions to assess their impact
- close co-operation between all agencies concerned

There is a graduated approach in the response made to children's special educational needs:

1. Informal Action – making adjustments in class, more adult support in class, extra scaffolding supports.
2. Formal Action – Referring to an outside agency for advice.
3. EHCP (Education and Health Care plan).

1. Informal Action

Using evidence of observation, assessment and knowledge of a pupil, the class teacher may feel that the strategies they are currently using with the child are not resulting in the child learning effectively. The teacher will consult with the SENDCo for advice. The pupil may need extra support over and above that which is usually available in class for all pupils. This is "Informal Action".

The teacher and SENDCo, in consultation with the parents, plan support/appropriate interventions for the child. At this point children are not placed on the SEN register but are identified as needing additional support and further monitoring. If progress is not made with informal support, then advice will be sought from outside agencies and the decision may be made to place the child on the SEND register and to seek formal advice.

2. Formal Action

It is necessary to progress to Formal Action when, despite receiving an individualised programme of support under Informal Action, the child:

- continues to make little or no progress in specific areas over long periods
- continues working at National Curriculum levels substantially below that expected of children of a similar age or are not able to engage in their Key Stage Programme of Study at all (Pre-Key Stage Standard – PKS)
- continues to have difficulty in developing skills in literacy and numeracy
- has an emotional or behavioural difficulty, which substantially and regularly interferes with the child's own learning or that of others
- has sensory or physical needs which require additional specialist equipment/support
- has ongoing communication or interaction difficulties that impede the development of social relationships and cause substantial barriers to learning

External support services will provide advice, support or carry out further assessments. The new School Support Plan will set out additional or different strategies for supporting the child's progress. It is always necessary to seek parental consent before referrals to external support services are made.

EHC (Education, Health and Care Plan)

The majority of children and young people with SEN or disabilities will have their needs met within school. Some children and young people may require an EHC needs assessment in order for the local authority to decide whether it is necessary for it to make provision in accordance with an EHC plan.

The purpose of an EHC plan is to make special educational provision to meet the special educational needs of the child or young person, to secure the best possible outcomes for them across education, health and social care and, as they get older, prepare them for adulthood.

To achieve this, local authorities use the information from the assessment to:

- establish and record the views, interests and aspirations of the parents and child or young person
- provide a full description of the child or young person's special educational needs and any health and social care needs
- establish outcomes across education, health and social care based on the child or young person's needs and aspirations
- specify the provision required and how education, health and care services will work together to meet the child or young person's needs and support the achievement of the agreed outcomes

Personalised Learning Plans (PLP) and Support Plans (SP)

Personalised Learning Plans are for children who are struggling in a particular area of the curriculum. The plan will document targets to be worked towards, these are for a short length of time. Ways to achieve the target is documented and a teaching assistant, overseen by Class Teacher and SENDCo, deliver the bespoke programme. This is reviewed at least every term and targets changed or adapted depending on need.

Support Plans may be completed if a child is struggling with accessing the curriculum, and there are other factors to consider, such as Social, Emotional and Mental health concerns or behaviour that needs extra support.

All documentation is shared with parents/carers, and where appropriate, the child.

The PLP and SP should include:

- The short-term targets set for the child
- The teaching strategies to be used
- The provision to be put in place
- When the plan is to be reviewed
- Success criteria
- Outcomes (when reviewed)

SPs will normally be reviewed three times per year. Parent's views on the child's progress are sought as part of the review. The child (according to age and understanding) is involved in reviewing and setting targets, as are the parents.

External Service providers are an important link between the schools

Liaison meetings between key members of staff and appropriate external agencies at key stage transitions are organised at a mutually agreeable time in order to maintain effective provision.

Roles and Responsibilities

The Role of the SENDCO

Key responsibilities include: -

- Overseeing the day-to-day operation of the school's SEND policy
- Co-ordinating provision for children with special educational needs liaising with and advising fellow teachers
- Overseeing the records of all children with special educational needs contributing to the in-service training of staff

- Liaising with external agencies including the Local Authorities' support and psychology services, health and social services and voluntary bodies
- Liaising with parents of children with special educational needs
- Managing teaching assistants
- Updating the 'local SEND offer' annually, which outlines various levels of support for SEND children

These key areas are the responsibility of the SENDCo, in consultation with the Head Teacher. There will inevitably and necessarily be some overlap of roles. The SENDCo will also maintain the adequate provision of resources and attend courses and cluster meetings to keep informed of current and future developments.

The Role of the Class Teacher

The class teacher has the overall responsibility for the education of all children in his or her class, including those with barriers to learning. It is the class teacher's responsibility to identify needs and to inform the SENDCo. The class teacher carries out assessments, consults with parents and seeks advice from the co-ordinator and external support services when appropriate. It is the responsibility of the class teacher to write the SPs with help from the co-ordinator and/or an external agency. The class teacher will work closely with the child in the classroom, organising teaching assistants and resources to provide support for the child. The class teacher will monitor progress and review future provision, in consultation with the SENDCo, LSS and parents. The class teacher will ensure that any child with barriers to learning is accessing quality first teaching within the classroom.

Classroom Organisation and Management

We aim to provide a supportive, stimulating environment in all our classrooms. All children are encouraged to develop confidence and independence. Teachers use a variety of teaching strategies appropriate to learning styles. They organise groups/individual work to ensure that learning needs are appropriately met. They have high aspirations for each child and encourage each child to attain their potential and make the best possible progress.

Access to the Curriculum

All children will be offered a broad, balanced and adapted curriculum, using the guidelines from the National Curriculum 2014.

Access to the curriculum will be ensured by the following: -

- Curriculum developments will be planned to include all children
- Learning objectives will be broken down into smaller steps and time will be given for children to 'over learn', promoting confidence and self-esteem
- Staff will use the child's strengths and needs to work out adaptations to enable children to participate in all school activities
- 'Withdrawal' may be used for short periods of time so that children receive extra help, but staff ensure that the children still receive their entitlement to a broad, balanced curriculum
- There is close liaison with the Specialist Inclusion Team (SIT) and other agencies for advice on teaching strategies, appropriate intervention programmes, resources and technical equipment to allow SEN children to access the curriculum.

The Duties of Governing Bodies/ Local School Board

The governing bodies must: -

- Decide with the headteacher the school's general policy and approach to SEND for those children with and without statements/ EHC plans
- Set up appropriate staffing and funding arrangements and oversee the school's work – appoint a governor with specific responsibility for SEND
- Do its best to ensure that the necessary provision is made for any pupil who has special educational needs
- Ensure that, when the headteacher has been informed by the LA that a pupil has special educational needs, these needs are made known to all who are likely to teach him or her
- Ensure that teachers in the school are aware of the importance of identifying and providing for those pupils who have special educational needs
- Consult with the LA and the governing bodies of other schools, when it seems to them necessary or desirable in the interests of co-ordinated special educational provision in the area as a whole
- Report annually to parents on the school's policy for pupils with special educational needs
- Ensure that the pupil joins in the activities of the school, together with pupils who do not have special educational needs, so far that is reasonable and practical
- Have regard to the Code of Practice when carrying out their duties towards all pupils with special educational needs

Working in Partnership with Parents

At Trinity Croft we value parent partnership and involvement. We work closely to ensure all our parents feel welcome in school and particularly we endeavour to build good relationships with the parents of children identified as having SEND. The school ensures that they are: -

- Encouraged to take an active and valued part of their children's education
- Enabled to make their views known about how their children are educated
- Informed about how they can access information and support regarding SEND provision, and also information about the local Parent Partnership Service

Pupil Participation

Children will always be involved at an appropriate level, according to age and understanding. They will be involved in talking about their progress, celebrating success and setting new targets.

Children will be involved from an early stage in making decisions, choices and expressing their opinions and views. They will be encouraged to explain reasons for their preferences.

Assessment, Recording and Reporting

The class teacher is responsible for gathering information about the child (e.g. National Curriculum attainments, records of achievement, observations and parental information).

Records about the child, SP reviews at each stage etc are kept by the class teacher, but also centrally by the SENDCo. The class teacher monitors the child's progress and uses observations and assessments as an aid to planning the next steps in learning. Reviews are carried out, usually termly, to decide on future action in consultation with parents, the SENDCo and external agencies (when needed).

The child's progress is reported verbally to parents at regular intervals and in writing in the annual report. Appropriate records and information are passed on to the next teacher, school and Key Stage to ensure progression and continuity in the provision for the child.

Admissions

Whenever appropriate and considering parental wishes, we believe that wherever possible, children with SEND should be educated in mainstream schools. This school will not seek separate special schooling on the grounds of disability or learning difficulties against the parents' wishes without exhausting all opportunities to keep a child in our setting. We will endeavour to provide the best possible education and support them in school. We will support parents in deciding which provision is in the best interests of their children.

Resources

The school has developed a range of resources for SEND/Inclusion. Some of the resources are games, to promote enjoyment and motivation whilst children are learning, and these are used as reinforcement of areas taught and planned for in the child's SP. Specialist equipment for individual needs would be purchased should the need arise.

Intervention Programmes

We have also adopted a variety of intervention programmes. Teaching Assistants who have received appropriate training are deployed to work with individuals or groups of children for periods of time.

Staff

This school operates a whole school approach to Inclusion and practice is consistent throughout the school. All staff, including teaching assistants, are given opportunities for INSET. Advice is readily available from the school's SIT teacher and the school's Educational Psychologist. Inclusion is considered when new curriculum initiatives are introduced and all staff are aware of the importance of adapting their planning to facilitate the inclusion of all children.

Where can I find more information?

There are a wide variety of sources of information for parents available online. This includes the 'local offer' for Rotherham which will give you information regarding the services available locally.

The Local Offer: <https://www.rotherhamsendlocaloffer.org.uk/>

The Government guide to SEND for Parents:

https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/417435/Special_educational_needs_and_disabilities_guide_for_parents_and_carers.pdf

SENDIASS (support for parents of children with additional needs: <https://www.rotherhamsendiass.org.uk/>

Rotherham Parent/Carer Forum offer support: <https://www.rpcf.co.uk/>

Early Help: <https://www.rotherham.gov.uk/family-support/early-help>

If you require any further information, please do not hesitate to call, email or make an appointment to see a member of staff.