



**Named personnel with designated responsibility for SEND**

Academic year	Designated Senior person	Deputy Designated Senior person	Nominated Governor	Chair of Governor
2017-on-going	Camilla Oscroft	Peter Watkins	Karin Barrett	Patrick Wall
2016 – 2017	Camilla Oscroft	Ian Doswell	Karin Barrett	Patrick Wall
2014 - 2015	Ciara O’Carroll	Ian Doswell	Karin Barrett	Patrick Wall

**Report review dates**

Review Date	Changes made	By whom
October 2016	Yes	Camilla Oscroft and Ian Doswell
October 2017	Yes	Camilla Oscroft and Peter Watkins

**Ratification by Governing Body**

Academic year	Date of ratification	Chair of Governors
2016-2017	Pending	Karin Barrett (SEND Link Governor)
2017-18	Pending	Karin Barrett (SEND Link Governor)

**Dates of staff training for this academic year**

Dates	Course Title	Staff
10 <sup>th</sup> October 2017	Provision of SEN pupils	All staff
11 <sup>th</sup> October 2017	Brent SENCO Forum	Camilla Oscroft
13 <sup>th</sup> October 2017	How we do SEND at Ark	New starters (teachers &TA’s)
20 <sup>th</sup> October 2017	Parent coffee morning: Speech and Language therapy	Parents of children who have speech and language difficulties
30 <sup>th</sup> October 2017	Mindfulness for adults	All staff
30 <sup>th</sup> October 2017	Mindfulness for children	All staff



## Ark Primary Academy SEND Information Report

1. How can I let the school know what I am concerned about my child's progress in school?

- If you have concerns about your child's progress you should speak to your child's class teacher initially. It is likely that the class teacher will have discussed your concerns with the teacher in charge of SEND (SENCO). Camilla Oscroft is the Primary school SENCO.
- If you are not happy that your concerns are being managed and that your child is still not making progress you should speak to the SENCO. And arrange a meeting. You can do this by calling the school on 020 83854390.
- If you continue to have concerns, you can arrange to discuss these with Peter Watkins, the Head teacher.
- As a last resort, you may wish to speak to the Link SEND Governor, Karin Barrett.

2. How will the school let me know if they have any concerns about my child's learning, special educational needs or disability?

If your child is then identified as not making progress:

- Your child's class teacher may initially speak to you at the beginning or the end of a normal school day and arrange a further time to discuss the concerns.
- The class teacher may also talk to you about any issues at a parent/teacher consultation meeting.
- The SENCO may contact you and arrange a meeting to discuss your child's difficulties with learning and any possible support strategies the school might be considering.
- During these meetings school will listen to any concerns you may have too and plan any additional support your child may receive. We will also discuss with you any referrals to outside professionals to support your child's learning.

3. How is extra support allocated to children and how do they move between the different levels?

- Ark Primary Academy receives funding from the Education Funding Agency and/or the local authority. (Brent) These funds include money to support the learning of children with children with SEND and/or disabilities.
- The Head teacher, in consultation with the Principal – Delia Smith – and the school Governors, decide the budget for SEN provision on the basis of the needs of the children in the school.

- The Head teacher and the SENCO discuss the effectiveness of the school's current interventions and provisions and prioritise an action plan, which may include additional or alternative interventions, staff training and equipment needs. They will discuss the children getting extra support already, the children needing extra support and the children who have been identified as not making as much progress as would be expected.
- All resources/ training and support are reviewed regularly to ensure the best possible support is provided to those children who require additional support to learn.

4. Who are the other people providing services to children with SEND in this school?

Directly funded by the school:

- A Learning Mentor
- Two highly trained Intervention Learning Support Assistants
- One to one Teaching Assistants for pupils who have a statement or EHC Plan.

Paid for centrally by the Local Authority, Brent, but delivered in schools:

- Brent Outreach Autism Team (BOAT)
- Educational Psychology Service (EPS)
- Brent Deaf and Hearing Impaired Service (BDHIS)
- Brent Visual Impairment Service (BVIS)
- Complex Needs Consultant (Physical/medical disabilities)
- Specific Learning Difficulties Consultant (Assessment, advice and resources for children with literacy or numeracy difficulties including Dyslexia)
- Speech and Language Therapy for those children with a statement of SEN or an EHC Plan (provided by Health but paid for by the Local Authority).

Provided and paid for by the Health Service (NHS Trust) but delivered in school:

- School nurse
- Physiotherapy
- Occupational therapy
- Speech and language therapy at School Support level

5. What are the kinds of special educational needs for which Ark Primary Academy makes provision?

- We can make provision for every kind of frequently occurring special educational need without a statement of special educational needs or an Education, Health and Care Plan. This includes dyslexia, dyspraxia, language and communication needs, autism, Asperger's syndrome, ADHD, moderate learning difficulties and social, emotional or mental health difficulties.
- There are other kinds of special educational needs which do not occur as frequently and with which the academy is less familiar, but we can access training

and advice so that these kinds of needs can be met.

- The academy also currently meets the needs of students with a statement of special educational needs or an Education, Health and Care Plan with the following kinds of special educational need:
  - Language and communication needs
  - Cognition and Learning needs
  - Social, emotional and mental health needs
  - Physical and Sensory needs

#### 6. What additional support for learning is available for pupils with special educational needs?

- At Ark Primary Academy we have a three-tiered approach to supporting students' learning needs.
- At **UNIVERSAL** level, we use our notional SEN funding – money we receive as part of our budget – to provide quality teaching, which may include some very minor adaptations to match learning needs
- We provide **TARGETED** support when we consider it appropriate to make additional short term special educational provision to remove or reduce any obstacle to your child's learning, or to help them catch up when they have fallen behind their peers. This takes the form of a graduated four part approach of
  - *Assessing* your child's needs
  - *Planning* the most effective and appropriate short term intervention
  - *Providing* this intervention
  - *Reviewing* the impact on your child's progress towards individual learning outcomes
- Such specific, targeted one to one or small group interventions may be run outside the classroom. These will be limited to a number of weeks to minimise disruption to the regular curriculum. You will be kept informed of your child's progress towards learning outcomes.
- We provide **SPECIALIST** support when we consider it necessary to seek specialist advice and/or regular long term support from a specialist professional outside the academy in order to plan for the best possible learning outcomes for your child. This is detailed in section 18 of this document.

#### 7. What is an EHC plan and who can request one for my child?

- An EHC Plan is a legal document that sets out the specifically assessed learning needs of a student with complex learning needs, along with outcomes to secure across education, health and social care through targeted and specialist teaching strategies and interventions.
- The Plan contains:
  - The views and aspirations of you and your child
  - A full description of her/his special educational needs, along with any health and social care needs
  - Outcomes for your child's progress
  - Provision and support required to achieve outcomes, and how education, health and social care will work together to meet your child's needs
- An EHC Plan assessment can be requested by any number of people, including:
  - You as parent or carer
  - Your child – where appropriate and aged 16 or over)
  - The Primary SENCO
  - The Primary Head teacher
  - Health or social care professionals

8. How does Ark Primary Academy ensure the teaching staff are appropriately trained to support my child's special educational needs and / or disability?

- At Ark Primary Academy we believe that your child's learning needs will first be met through the high quality teaching delivered by her/his class teacher. The SENCO's job is to support the class teacher in planning for children with SEND.
- We regularly review the school training schedule and professional development for all teaching and support staff to ensure there is the appropriate expertise to support children with special educational needs.
- The school is able to access training programmes from different organisations including the Ark Schools Network (Special Inclusion Network Lead and Drive for Literacy) and the Brent Local Authority offer (On SEND issues such as ASD and speech and language difficulties.)
- Individual training can also be arranged when necessary.

9. How will the curriculum and learning environment be adapted for my child with SEND?

- At Ark Primary Academy we believe that your child's learning needs will first be met through the high quality teaching delivered by her/his class teacher.
- We carefully plan our curriculum to match the age, ability and needs of all children.
- Class teachers adapt lesson planning and teaching on a daily basis if needed, to match to your child's special educational needs and/or disability.
- Specially trained support staff can adapt or modify the teachers' planning to support the needs of your child where necessary.
- It may be appropriate to adopt different strategies or resources and adapt outcomes to meet your child's learning needs.
- Additional specialist advice is sought when appropriate and, when necessary, accessibility aids and technology may be used to support your child's learning. For example we provide laptops for pupils who are unable to write due to physical disabilities or those with illegible handwriting.
- Specialist advice is sought for students who make little or no progress in spite of differentiated and targeted work. For pupils with a statement of special educational needs or Education, Health and Care Plan we follow the advice and strategies described in these documents.
- Ark Primary Academy regularly reviews its Accessibility Plan to ensure that all children have the fullest access to the curriculum and the school site as possible.

10. How will we measure the progress of your child in school?

- Your child's progress is continually monitored by his/her class teacher.
- His/her progress is reviewed formally every term and a level given in reading, writing, and maths.
- If your child is in Year 1 and above, but is not yet at age-appropriate levels, a more sensitive assessment tool is used which shows their level in more detail and will also show smaller but significant steps of progress.

- At the end of each key stage (i.e. at the end of year 2 and year 6) all children are required to be formally assessed using Standard Assessment Tests (SATs). This is something the government requires all schools to do and Year 6 results are published nationally.
- Children at School Support will have an Individual Provision Plan which will be reviewed with your involvement, every term and the plan for the next term made.
- The progress of children with a statement of SEND/ EHC Plan is formally reviewed at an annual review with all adults involved with the child's education.
- The SENCO will also check that your child is making good progress within any individual work and in any group that they take part in.

#### 11. What support do we have for you as a parent of a child with SEND?

- The class teacher is regularly available to discuss your child's progress or any concerns you may have and to share information about what is working well at home and school so similar strategies can be used.
- The SENCO is available to meet with you to discuss your child's progress or any concerns/worries you may have.
- All information from outside professionals will be discussed with you with the person involved directly, or where this is not possible, in a report.
- Individual Provision Plans will be reviewed with your involvement each term.
- Homework will be adjusted as needed to your child's individual needs.
- The SENCO may also support you with strategies, resources and ideas for supporting your child's learning at home.
- A home/school contact book may be used to support communication with you, when this has been agreed to be useful for you and your child.
- Parents are informed and actively encouraged to support shared goals at home.
- We sometimes run parent / carer coffee mornings and workshops in school to help you understand the strategies used in school. In addition, we may be able to offer you individual training in specific support strategies relevant to your child.
- Access to Parent Partnership and to other parent groups who are involved in supporting your child e.g. through BOAT and SALT.

#### 12. What support is there for my child's overall wellbeing?

- At Ark Primary Academy we believe that the happiness and wellbeing of all our pupils is paramount. All members of staff take this aspect of school life very seriously.
- We understand how important emotional well-being is for learning. An important feature of the academy is to enable all students to develop emotional resilience and social skills, both through direct teaching and indirectly with every conversation adults have with students.
- We cover aspects of emotional well-being through assemblies, circle time, SEAL. Three teaching assistants also attended mental health awareness training in the Summer term, 2016. Mental health training on the topic of mindfulness strategies is being carried out on 30<sup>th</sup> October 2017.
- We are an inclusive school; we welcome and celebrate diversity. The staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring, understanding team looking after our children.
- For some pupils with the most need for help in this area, we are also able to provide the following:
  - Time out space for identifies pupils to use when upset or agitated
  - Mentor time with the Learning Mentor
  - Access to therapy, through Targeted Mental Health Service

- Please contact your child's class teacher, as they have overall responsibility for the pastoral, medical and social welfare of every child in their class; therefore this would be your first point of contact if you had any concerns over your child's happiness and well-being.
- If further support is required the class teacher liaises with the SENCO for further advice and support. This may involve working alongside outside agencies such as Health and Social Care, and/or specialist educational services.

13. How does the school manage the administration of medicines?

- The school has a policy regarding the administration and managing of medicines on the school site. It is published on our website.
- Parents need to contact the class teacher if medication is recommended by Health professionals to be taken during the school day.
- On a day to day basis the admin staff generally oversees the administration of any medicines.
- As a staff we have regular training and updates on conditions and medication affecting individual children so that all staff are able to manage medical situations.

14. How is Ark Primary Academy accessible to children with SEND?

- We are an inclusive school and committed to providing equal opportunities for all children.
- After school and extra-curricular provision as well as educational and residential trips are accessible to all children including those with SEND. We will provide the necessary support to ensure that this is successful.
- All children will have an assessment on entry to the school.
- A risk assessment is carried out prior to any off-site activity to ensure everyone's health and safety will not be compromised. In the unlikely event that it is considered unsafe for a child to take part in an activity, then alternative activities which will cover the same curriculum areas will be provided in school.
- The building is accessible to children with physical disability via ramps. The ground floor of the Ark Primary Academy building is accessible to those with physical disabilities. There is lift access to the KS2 classrooms.
- We ensure that teaching resources and equipment used are accessible to all children regardless of their needs.
- When necessary the school will make reasonable adjustments to ensure that children with SEN and / or disabilities are included in all activities.
- Where external advisors recommend the use of equipment or facilities which the academy does not have, we will seek to fund it through the local authority, or purchase it using the notional SEN funding.
- The acoustics in the teaching areas have been approved to meet BB93 standards.
- The lighting in the teaching areas has been approved to meet BB90 standards.

15. How will we support your child when they are leaving this school? Or moving on to another class?

We recognise that transitions can be difficult for a child with SEND and take steps to ensure that any transition is as smooth as possible. In all situations we work closely with the other setting before the child transfers to us/ from us in order to make the transfer as seamless as possible so that all staff are aware of individual pupil needs, learning progress and best support strategies.

- If your child is moving to another school:
  - We will contact the school SENCO and ensure he/she knows about any special arrangements or support that needs to be made for your child.
  - We will make sure that all records about your child are passed on as soon as possible.
- When moving classes in school:
  - Information will be passed on to the new class teacher IN ADVANCE and in most cases, a planning meeting will take place with the new teacher. All support plans will be shared with the new teacher.
  - Children who find change challenging they meet their new teacher in advance, where possible, and will explore their new learning environment in the month of July. These children will also complete a transition booklet to take home over the summer reinforcing the changes but importantly what remains the same.
  - If your child would be helped by a book to support them in understanding moving on then it will be made for them.
- In Year 6:
  - As an all through academy, all children who take up a place in the Reception year are automatically offered a place in Year 7 in Ark Secondary Academy. Children who attend our nursery are NOT automatically placed in our Reception Year and need to apply for a place via the Brent application process. Please contact us for further details.
  - The SENCO will attend the Primary Transition Day to discuss the specific needs of your child with the SENCO of their secondary school, and the specialist session for students with an ASD, as appropriate.
  - Your child will do focused learning about aspects of transition to support their understanding of the changes ahead.
  - Where possible your child will visit their new school on several occasions and in some cases staff from the new school will visit your child in this school.
  - We write social stories with children if transition is potentially going to be difficult.
  - When children are preparing to leave us for a new school, we arrange additional visits.
  - We liaise closely with staff when receiving and transferring children to different schools ensuring all relevant paperwork is passed on and all needs are discussed and understood.
  - If your child has an EHC Plan an annual review will be planned as a transition meeting in the month of June, during which we will invite staff from both schools to attend and as well as parents.



16. How will my child be able to contribute their views?

- At Ark Academy we value and celebrate each child being able to express their views on all aspects of school life. This is usually carried out through the School Council which has an open forum for any issues or viewpoints to be raised.
- Children who have Individual Provision Plans complete a 'Pupil Passport' with the teacher where pupils share they can share their views before the targets are reviewed and new targets decided.
- There is an annual pupil questionnaire where we actively seek the viewpoints of children especially concerning being able to speak to an adult if they have a worry.
- If your child has a statement/ EHC Plan their views will be sought before any review meetings and they will be invited to attend if this does not distress the child.

17. What support is there for behaviour, avoiding exclusion and increasing attendance?

- As a school we have a very positive approach to all types of behaviour with a clear reward system that is followed by all staff and pupils.
- If a child has behavioural difficulties a Pastoral Support Plan (PSP) is written alongside the child and parents to identify the specific issues, put relevant support in place and set targets. As a result of the support we give, our rate of exclusions has drastically reduced over the past year. The Inclusion Lead from the local authority will often be a part of these meetings to offer support and advice.
- After any behaviour incident we expect the child to reflect on their behaviour with an adult, by completing a reflection form. This helps to identify why the incident happened and what the child needs to do differently next time to change and improve their behaviour.
- Attendance of every child is monitored on a daily basis by the admin department. Lateness and absence are recorded and reported upon to the head teacher. Support is given through an incentive scheme where good attendance is actively encouraged throughout the school. We have had many successes where families were struggling with lateness but are now able to get their children into school on time. If there is a child's attendance is persistently low then the Education Welfare Officer will become involved.

18. How are the school's resources allocated and matched to children's SEND needs?

- We ensure that all children who have special educational needs have their needs met to the best of the school's ability with the funds available.
- We have a team of LSAs who are funded from the SEND budget and deliver programmes designed to meet groups of children's needs.
- The budget is allocated on a needs basis. The children who have the most high level and complex needs are given the most support often involving a one to one LSA.

19. What specialist services and expertise are available at or accessed by the school?

- As a school we work closely with an external agencies that we feel are relevant to individual children's needs within our school including:
  - Educational psychologists
  - Behaviour Support Team
  - Health: GP's
  - Health: paediatricians
  - Health: occupational therapists
  - Hearing and Visual Impairment Team
  - Social care
  - Health: school nurse
  - Health: speech and language
  - Health: Targeted Mental Health Service
  - Brent Outreach Autism Team
  - Health: clinical psychologists
  - Health: physiotherapists

20. What provision will my child have access to?

At Ark Primary Academy we offer a range of interventions. The class teacher and SENCO work together to decide what provision is most appropriate for your child. This might include:

- (Early) Talk Boost
- Lego Therapy
- One to one phonics booster
- Number Box
- Rapid Maths
- Lexia
- Catch up Reading
- Talk About
- TAMHS one to one art therapy

21. Who can I contact if I have a complaint about SEN provision made for my child?

- Initially speak with your child's class teacher and/ or the SENCO. Hopefully they will be able to address your concerns.
- You can then contact the Head teacher, who may direct you to the school's Complaints Policy and Procedure.

22. Who can I contact outside of the academy for impartial advice about special educational needs?

Brent SEND Information, Advice and Support Service

[sendias@brent.gov.uk](mailto:sendias@brent.gov.uk)

020 8937 3434

Meena Mehta - [Meena.Mehta@brent.gov.uk](mailto:Meena.Mehta@brent.gov.uk)

0208 937 3436

Sharon Bourla - [sharon.bourla@brent.gov.uk](mailto:sharon.bourla@brent.gov.uk)

Tel 020 8937 3435

23. Where can I find information about the local offer of the local authority, Brent?

- The Local Authority's local offer is published here: <https://www.brent.gov.uk/localoffer>
- Parents without internet access should make an appointment with the SENCO for support to gain the information they require.

**Parent guide to Ark Primary Academy school interventions**



