

# **Sacred Heart RC Primary School SEND School Information Report September 2019**

## **Mission Statement**

*Our school will serve the common good to the benefit of all;  
where the rights and dignity of every human person are respected;  
where "Every Heart is Sacred".*

*We support and encourage everyone to reach their full potential*

*We are witnesses to God's love through our actions,  
inspiring hope; nurturing love, caring for our Common Home*

*We serve each other peacefully, joyfully and truthfully  
so that all 'have life and have it to the full'.*

Our job is to help your child achieve the very best they can at school and to achieve their full potential. You know your child best and you may feel that they need some additional help or support for some or all of their time at school.

Support can be given for a variety of reasons to help children achieve their full potential. Not all children will need extra support with their learning but the progress of all children at Sacred Heart RC Primary school is monitored closely to ensure support is provided where necessary.

This booklet is to inform you of the types of support available for your child in school. It will help you understand who can help and how this support can be accessed.

## **1. What kinds of special educational needs do we provide for?**

Sacred Heart RC Primary School is a mainstream primary school. We believe that every teacher is a teacher of every child or young person, including those with SEND. Good practice for pupils with special educational needs is good practice for all.

### Definition of Special Educational Needs and Disabilities.

A child or young person has SEN if they have a learning difficulty or disability which calls for special educational provision to be made for him or her.

These needs can be categorised in four key areas that may create barriers to learning:

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

## **2. Who is the SENCo (Special Educational Needs Coordinator) and how can parents contact him?**

The school SENCo is Dave Wilson who can be contacted by email: [senco@sacredheart-jun.manchester.sch.uk](mailto:senco@sacredheart-jun.manchester.sch.uk). He holds the National Award for SEN Co-ordination.

### **3. How do we identify a child with Special Educational Needs or Disabilities (SEND) and how do we assess their needs?**

The identification of SEN is built into the overall approach to monitoring the progress and development of all pupils through the school's Policy on Teaching and Learning.

This is achieved through continual use of classroom observations and assessments of all pupils by the Class Teacher. Progress is tracked on a termly basis by the school's Senior Leadership Team (SLT) through pupil progress meetings and, where necessary, more frequently than this. The SENCo liaises closely with Class Teachers, Subject Leaders and other Senior Leaders to analyse data and individually track pupils who are experiencing difficulties.

Class teachers discuss any initial concerns with the SENCo. If further action is deemed necessary, the parents are informed immediately by the Class Teacher. Class Teachers are responsible for advising parents prior to referral to the SENCo.

In most cases, pupils are only identified as SEN if they do not make adequate progress once they have been given good quality personalised teaching, access to adaptations and intervention. Triggers for identification of a Special Educational Need could be:

- Little or no progress made when teaching approaches/learning styles are particularly targeted to improve the child's identified area of need
- Working continues over a period of time at levels significantly below those expected for a child of a similar age in certain areas of the Early Years Foundation Stage or in English and mathematics skills resulting in poor attainment in some curriculum areas
- Communication or interaction difficulties which create barriers to learning and specific interventions are needed
- Social, emotional or mental health problems which are not improved by the techniques normally employed in the nurturing environment of the school
- Sensory or physical problems which create barriers to progress, despite the provision of personal aids or specialist equipment.

Once identified as having a special educational need or disability, a child will be added to the school SEND record so that 'additional and different' provision can be made for them and their progress can be monitored closely.

Factors which are NOT SEN but may affect a child's progress and attainment are taken into consideration and adaptations are made accordingly. These may include:

- A disability under the Equality Act 2010 - all reasonable adjustments will be made in order that they can access the full curriculum.
- Attendance and Punctuality
- Health and Welfare
- English as an Additional Language (EAL)
- Being in receipt of Pupil Premium Grant
- Being a Looked After Child
- Being a child of Serviceman/woman

Persistent disruptive or withdrawn behaviour does not necessarily mean that a young person has SEN. Any concerns over a pupil's behaviour will be investigated by our Pastoral Team on the premise that the behaviour is an underlying response to a need. This may be a learning difficulty or another factor, as noted above. School staff will endeavour to recognise and quickly identify the reasons for the behaviour and take all reasonable steps to address the root cause.

The school may, with parental permission, seek the advice of external agencies such as EP services, CAMHS, SALT (Speech and Language Therapist)

#### **4. How do we involve parents and consult with them about their child's education? How do we help parents of children with Special Educational Needs or Disabilities?**

The school's Policy for Special Educational Needs and Disability aims to develop partnerships with every parent and carer in the education of their child and to involve parents and pupils in the review process.

Parents and carers are valued and their contribution in terms of identification and support for pupils with SEN is fully recognised. Parents/carers with concerns about their child's learning should, in the first instance, contact the Class Teacher who is responsible for the progress of all children in their care.

In addition, children who are on the SEND central record will have an Individual Education Plan (IEP). IEPs are normally shared with parents/carers during the first term. Parents/Carers are then invited to discuss the IEPs with the Class Teacher on a termly basis.

For children with long-term, complex needs, it may be appropriate to request a statutory assessment of their needs. This is a long and complicated process but school will guide parents through each step.

Key school policies and other documents are available for all via the school's website and free copies of any policies are available at the school office upon request.

School works closely with specialist schools in the Manchester area who provide Outreach Support.

### **How do we involve and consult with the children about their education?**

Children with SEND, who have an IEP, are involved in discussions about their targets with their teachers, including how well they are progressing and what they need to do or need help with next.

Pupil Voice is collected regularly across all phases by Subject Leads, Pastoral Team and the SENCo.

### **5. How do we assess and review the progress that children make and how do we involve them and their parents?**

Assessment for all children is a continual process and takes many forms, as laid out in the school's Policy on Teaching and Learning.

#### Termly Pupil Progress

It is the responsibility of the Headteacher, through the class teachers, to monitor the support and provision for pupils with SEND in their care. This work is co-ordinated by the school's SENCo. Throughout the school, children's progress in maths and

English is formally assessed by teachers every term. Termly pupil progress meetings take place with the school's SLT. All of this information is monitored and evaluated to ensure that provision for all children is matched to their needs.

### Additional Assessments

Additional assessments for children with potential or identified SEND can also be carried out by the SENCo, usually starting with targeted classroom observations. Further specialist assessments can then be commissioned, if appropriate, after consultation with Parents/Carers.

School have a continued commitment to providing the best possible support to children with special educational needs and their families. As a result, school currently commissions the services of the following professionals. Please note these professionals are not permanent employees and are on site at pre-arranged designated times:

- Rebecca Wright, Educational Psychologist, Catalyst EP
- Belinda Buckley and Donna Leach, Speech and Language Therapists (on site two days a week)
- Joy Mahoney – Caritas Family Support Liaison (on site every Thursday)
- Amy Flanagan – School Nurse (on site every Thursday morning a week)

### Pupil IEPs

All Pupil IEPs have SMART (Specific, Measurable, Achievable, Realistic, Timed) targets, which are monitored and updated by the class teacher. The child is also encouraged to self-evaluate against their targets with the teacher. IEPs are formally reviewed and evaluated 3 times per year by the class teacher in partnership with Parents / Carers. As part of parents' evening, parents and carers are invited to discuss this with the class teacher, contributing to the evaluation / target setting if they wish. This is so that they can support their child in achieving their targets.

### Team Around the Child Meetings (TAC)

TAC meetings are scheduled for those children where there is significant ongoing EP involvement or in cases where school are

considering submitting an application for an Education, Health and Care Plan (EHCP) to the LA based on EP assessment. TAC meetings are scheduled by the SENCo and mandatory paperwork is completed which forms part of any subsequent EHCP applications. A range of people are invited to TAC meetings including Parents/Carers, Class Teachers, Specialist Teachers, EPs, SALTs, OTs, 1-1 Support Workers. Manchester LA requires evidence of regular TAC review meetings when considering applications for EHC plans.

### Person Centred Review Meeting / Annual Review Meetings

For children with a Statement of Special Educational Needs or/ and Education, Health and Care Plan (EHC), an annual review (6 monthly for under 5s) will be carried out by the school in conjunction with the LA. This review is in the format of a Person Centred Review Meeting, as deemed best practice by Manchester LA. Parents and external agencies are invited to attend and / or submit reports. Manchester LA are responsible for co-ordinating Transfer Reviews in year 5 which are used to begin to establish the parent/carer's choice of high school in order to assess the arrangements prior to the transfer. A member of the LA transfer team would attend Transfer Review Meetings in the school setting.

## **6. How do we support our pupils with SEND as they move on to high school or move to another school?**

To support all the year 6 children with their transition to high school, a member of staff from each of the receiving secondary schools usually visits them and meets with the class teachers. All children are invited to attend open days at their new school in the summer term. Additional days are provided for children who are identified as vulnerable. The SENCo coordinates additional meetings with the High School SENCo for those children with a high level of need. These meetings are attended by Parents / Carers and any other relevant professionals.

Additional visits to new schools are arranged for pupils with SEND, supported by school staff, if necessary. These usually take place in the summer term. The number of additional visits will depend on the needs of the child and the capacity of staff at the receiving school.

School also offers support and assistance to Parents/Carers in terms of visiting prospective new schools or high schools. The SENCo co-ordinates such visits and attends the school with the Parents/Carers to provide additional support.

If a child makes an in-year transfer to an alternative primary school, the SENCos of the two schools will make sure all relevant inclusion information is transferred to ensure a smooth transition. For children with a statement or Education, Health and Care Plan, a more formal Transition Meeting involving all parties may be arranged to plan the transition process.

Where children with SEND move to another primary school, the SENCo will contact the SENCo of the receiving school to ensure all relevant information is shared. Parents planning such a move of their child, especially if their needs are more complex, are encouraged to give as much notice as possible to school so that all necessary arrangements can be put in place prior to the move.

School has strong links to specialist schools in the Manchester area including The Grange, The Birches, Ashgate and Bridglea Pupil Referral Unit. Throughout the academic year, the SENCO will liaise with these specialist provisions to access outreach support, when necessary. When a child transfers to a specialist provision, the SENCo liaises closely with both the LA and new setting to ensure the transition process is as smooth as possible. In addition, school offers support to parents in terms of facilitating additional visits to the new setting. School also endeavours to maintain links with children and families in their new setting.

Prior to pupils joining Sacred Heart RC Primary School, our SENCo works closely with Early Years settings, Rodney House Early Years Outreach Support, Parents/Carers and children to ensure an informed, personalised transition plan for children with special educational needs is in place. This may include SENCo attending transition meetings with relevant professionals and outside agencies, observations in the child's current setting, meetings with Parents/Carers and additional visits to the Sacred Heart setting to aid transition.

School also offers transition support to children who move between year groups and phases within school. During Summer, additional staff meetings are allocated for teachers to discuss new cohorts, all teachers attend exit interviews with SENCo where provision for children with special educational needs are discussed in detail. In addition, school provides additional transition afternoons for all children to visit their new teacher and new classrooms. Parents /Carers are invited to join their child on one of these transition afternoons.

## **7. What is our approach to teaching pupils with SEND?**

In accordance with the SEND Code of Practice, 2014, school does everything it can to meet children and young people's SEN. Pupils have access to additional provision on an evidenced-needs basis and we will endeavour to ensure all pupils' needs are fully met.

All class teachers are responsible and accountable for the progress and development of the pupils in their class, including where pupils access support from teaching assistants or specialist staff. All children are included in all lessons through an ethos of Quality First Teaching, which is adapted to respond to their strengths and needs, as set out in the Teachers' Standards (2012).

High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEN. However, despite this, some children need additional help to make progress in their learning. Additional intervention and support cannot compensate for a lack of good quality teaching. Pupils are only identified as SEN if they do not make adequate progress once they have been given good quality personalised teaching and access to adaptations and intervention over a period of time.

Pupils who join school (either from an Early Years setting or another Primary School) with an already identified SEND will be catered for in the same way as those identified by this school.

For children with Special Educational Needs, the class teacher, SENCO, and Teaching Assistants will liaise closely and make specific arrangements in the class, where

necessary. This may involve grouping, teaching outside of year group expectations, a specific programme of work, modified tasks, different seating arrangements or extra adult attention.

For children who have support from external agencies, provision involves the expertise of the relevant external professionals. Any advice (written or verbal) will be shared with Parents/Carers and relevant staff with adaptations incorporated into the classroom, if necessary.

Where a child has a Statement of Special Educational Needs or an Education, Health and Care Plan, the provision and approach to teaching this child is laid out in their Statement or Plan, which is shared with relevant staff members.

We have high expectations of all children and staff meetings are dedicated to transition in Summer term. One meeting is for teachers to meet with the new class teachers and pass on relevant information. The second meeting is for Class Teachers to meet with SENCo to discuss and share information regarding children with special educational needs in their new class.

## **8. How do we adapt the curriculum and learning environment for children with SEND?**

The school provides a range of adaptive equipment from its own budget. Where required, specialist cushions / supports, writing slopes, footstools etc will be provided, with specialist furniture and/or access equipment purchased, depending on the needs of the individual child. This includes adapted IT equipment when necessary. Designated laptops are also available to support children with SEN needs, in addition to accessing scribes on a regular basis.

We endeavour to teach in a multi-sensory manner to appeal to all types of learners. Some children's needs can be met through differentiated work, classroom adaptations and/or targeted support in class. Examples may include: Focus Group with Class Teacher or TA, classroom positioning, organisational aids (task ladder, visual timetables etc), large print documents, coloured dry-

wipe boards, coloured backgrounds to interactive whiteboards, specially adapted work books, pencil grip aid, IPADs and many more. We already have a very good bank of resources to assist children with additional needs and are constantly evaluating and updating this to meet the needs of the children we have in school.

Every child has access to computers in the IT suite with headphones. There are interactive whiteboards in all classrooms and a full-class set of i-Pads are available for use throughout school.

## **9. What else do we do to make the school safe and accessible?**

The school has its own gated car park. Under normal circumstances, this is for use by staff and visitors only but it does have a disabled parking bay which can be made available to parents if their vehicle carries a blue badge. Access from the car park to the entrance lobby is via a tarmac pathway. In addition to the normal children's toilet facilities, there is one disabled toilet. Most doors in the school have been adapted to allow for easier access for wheelchair bound pupils although all are accessible.

School staff are on duty on the school playground from 8:45am. All children are supervised as they leave school to ensure safe handover. For children with SEND, specific collection/handover arrangements may be made (e.g. wheelchair users or if there is a risk of a child running away). Teaching Assistants are also employed to help with the handover process at the start and end of the day.

## **10. How are staff trained and kept up to date? If we need more expert help and advice, what do we do?**

The SENCo attends termly cluster meetings and passes relevant SEND updates onto SLT and staff, as appropriate. In addition the school SENCo attends the LA Vulnerable Children's Network meetings on a termly and feedbacks to the Headteacher and SLT. The SENCo meets with the designated SEND Governor on a termly basis.

We recognise that to effectively support, we need to have the skills and knowledge to understand the needs and issues that individual children face. Therefore, Continuing Professional Development (CPD) is offered to all staff. There is a rigorous Performance Management process in place for both Teachers and Teaching Assistants and specific training will be made available to staff to

support the needs of a particular child(ren), if the expertise is not already in school.

Initially, school will endeavour to meet the needs of children with SEND from within its existing resources. However, if the child continues to experience difficulties, the school may, with parental permission, seek the advice of private external agencies such as our link Educational Psychologist. Again, with parental permission, some children may be referred for support from our National Health Service colleagues e.g. Speech Therapy, Occupational Therapy, Child & Adolescent Mental Health Services etc. Any plans shared with the school by these agencies are carried out by staff within school, in liaison with the appropriate agency.

Occasionally, even with the support of external agencies, we may identify that we are unable to fully meet the needs of a pupil through our own provision arrangements. In these circumstances, an assessment of the unmet needs would be carried out through the commissioning of an EP report followed by regular Team Around the Child Meetings (TAC). These meetings involve parents, pupils and all agencies involved in the pupil's care. Following this process and the advice of professionals involved, a decision would be made with regard to school submitting an application for an Education, Health and Care Plan (EHC) to Manchester LA.

School has strong links to specialist schools in the Manchester area including The Grange, The Birches, Ashgate and Bridgelea Pupil Referral Unit. Throughout the academic year, the SENCO liaises with these specialist provisions to access outreach support, when necessary. Specialist teachers from these settings attend school to observe and offer specialist advice, when necessary. In addition, specialist teachers have delivered a range of CPD to school staff.

## **11. How do we know if what we provide for the children is effective?**

All SEND children have either an Education, Health and Care Plan (EHCP), a Statement of Special Educational Needs, an SEN support plan prepared by the school EP following Team Around the Child meetings (TAC) or, in most cases, an IEP, which is reviewed on a termly basis with the class teacher. All of these plans are reviewed regularly with either the Class Teacher or the SENCo.

The SENCo reports on a termly basis to both the Headteacher and designated SEND Governor on the efficient and effective use of resources for pupils identified as having SEND. For pupils with a

Statement of Special Educational Needs or an Education, Health and Care Plan, annual reviews are carried out in accordance with the appropriate legislation and the SEND Code of Practice. All relevant paperwork is provided to the LA within the statutory timeframe.

The SENCo collects and analyse progress data for all pupils on the SEND record and use this, in conjunction with information gathered from other sources (SEND learning walks, professional dialogue, discussions with Class Teachers, pupils and Parents /Carers etc) to make a judgement on effectiveness. The SENCo attends termly whole school data meetings where progress is discussed in detail. Key Stage Provision Maps are updated on a termly basis, or sooner if necessary, which clearly detail additionality for SEND children in each phase.

The progress of all children who are receiving additional provision is carefully tracked. This information is then scrutinised by the Senior Leadership Team and SENCo to ensure that the effectiveness and efficiency of provision is maximised.

## **12. How are children with SEND enabled to take part in all the activities available in school?**

Children with Special Educational Needs and Disabilities are welcomed and actively encourage to go on all trips (including residential) and to attend all. Where appropriate, parents will be consulted from the planning stage and all reasonable adaptations and adjustments made to ensure that children with SEND can safely access and enjoy the social and skills development that such activities bring. The adaptations will usually be the result of the risk assessment and may include additional staffing (1:1 support if necessary), extra time allowances, amendments to the activity (eg through use of different equipment) etc.

All activities within and outside school are covered by a risk assessment. These are carried out by Class Teachers and approved by the Headteacher. Additional risk assessments are carried out for specific children with advice from appropriate agencies, depending on their needs, when necessary.

There are a range of after school clubs at Sacred Heart RC Primary School throughout the year, varying on a termly basis.

The following list is a selection of what has been available to all children, including those with Special Educational Needs and

Disabilities, over the last year (2018/19):

- Football
- Cricket
- Athletics
- Choir
- Art
- Coding
- Netball
- Basketball
- Dance
- Drama
- Multi-skills

**13. How do we support children with medical difficulties or emotional and social difficulties? How do we deal with bullying and make sure children with SEND can tell us if they are having a problem?**

**Medical**

The school has a variety of policies which cover health and wellbeing issues eg Medicines in School Policy, Accident / Incident Report Procedures Policy etc. These are available on the school website (hard copied can be obtained from the school office)

Some medication, such as asthma inhalers, are kept in the classroom. All other medication is kept in a locked cupboard in the office. All medicine is recorded in a medicine book along with details of dosage and frequency; parents sign to grant authorisation to the school to administer to their child. Full records are kept in accordance with the appropriate policy.

For individual children with specific needs, Care Plans are written at a meeting between a member of the school's staff, the child's parents, the child (when appropriate) and the School Nurse. Any

new adults coming into school go through a short induction in accordance with the school's Induction Policy to ensure they are made aware of any particular needs.

There are currently 6 members of staff trained in First Aid. Additionally, staff receive training to deal with specific difficulties, when the need arises e.g. how to deal with a diabetic child or the use of Epi-Pens.

Where a child's health care needs may impact on their ability to access an educational trip or activity, additional advice is sought from parents and/or health care professionals, as appropriate. School deals with medical issues through a graduated response. Minor issues are dealt with by trained school staff but we would always err on the side of caution if it was felt that an illness, injury or medical attack was more serious and contact the emergency services. School will always try to contact Parents/Carers in these instances so it is really important that the office has up to date contact details including home and mobile telephone numbers. .

## **Emotional and Social**

Sacred Heart RC Primary School aims to provide a safe, nurturing environment in which all pupils achieve their full potential and have the skills and confidence to meet the challenges of the future. To support pupils and their families, the school has a dedicated home liaison officer, Joy Mahoney, who works one day a week at Sacred Heart. The school also liaises with all relevant specialist agencies such as CAMHS, paediatricians, speech therapists, occupational therapists, school nurse etc.

Although none of these professionals are based in school, some do come into school to carry out assessments and therapy, with parental permission. School also has links with a range of specialist schools who provide outreach support. School may, with parental permission, seek their advice and support for a child with particular emotional or behavioural difficulties.

In some cases, school may complete an EHA (Early Help Assessment) form with parents. This is an assessment and planning tool which is used to gather information about children and families in one place to help the family to decide what type of support is needed. It may be used to address an unmet educational need (as above) or an emotional or social need.

The school's link Educational Psychologist can provide advice and strategies to support some children with emotional difficulties.

## **Bullying and Child Protection**

All children are taught about bullying, friendships and staying safe through a combination of age-appropriate PSHE (Personal, Social, Health Education) lessons. Children with specific difficulties may be teamed up with a buddy or buddies to ensure their inclusion, safety and well-being on the playground.

Additionally, all staff (including welfare) are made aware of vulnerable children.

E-Safety is taught in an age appropriate manner throughout the school, recognising the potential dangers and issues on the Internet. Any bullying incident is dealt with in accordance with the school's anti-bullying policy, which is available on the website and from the office on request.

In accordance with legislation, the school has three Designated Safeguarding Leads (DSL) to deal with issues related to Child Protection and Safeguarding. These are:

- Suzanne Walker (Headteacher)
- David Wilson (Deputy Head / SENCo)
- Eileen Geraghty (Teaching Assistant)

E-safety issues have been raised regularly with all children and letters are sent to parents to ensure children keep themselves safe.

## **14. What arrangements do we make for supporting children with SEND who are in the care of the Local Authority?**

School has a nominated member of staff for Looked After Children. This is the Headteacher, Suzanne Walker. She liaises with the SENCo and relevant staff members to contribute to the child's Personal Education Plan (PEP).

The SENCo also attends when required.

**15. What should I do if I have a concern or complaint about the provision for my child?**

A copy of the school's Resolutions and Complaints Policy can be found on the school website.

**16. Where can I find information about the Authority's Local Offer?**

Information regarding Manchester's Local Offer can be found on the following website: [www.manchester.gov.uk](http://www.manchester.gov.uk). A direct link to Manchester's Local Offer can be found under the "SEND" section of the school website. The Local Offer also contains a vast amount of information on SEND related matters including an extensive list of support agencies which may be useful to parents and carers. If you do not have access to the Internet, please ask for assistance at the school office.

## Appendix 1

List of personnel involved in SEND at Sacred Heart RC Primary School

<b>NAME</b>	<b>POSITION</b>
Mrs Suzanne Walker	Headteacher
Mr David Wilson	Deputy Headteacher / SENCo
Mrs Barbara Porter	Chair of Governors
Mrs Maree Jordan	SEND Governor
Miss Carlie McEvoy	Early Years SEND Lead

## Appendix 2

### **Special Educational Needs and Disability (SEND) Jargon Buster for Parent**

This document explains some of the terms and abbreviations used in special educational needs.

#### **Annual Review:**

The process of ensuring that a Statement of Special Educational Needs / EHC continues to describe the child's needs and how they should be met through a meeting held once each year.

#### **Assessment:**

Finding out what a child can and cannot do by observing them at early years setting or school and sometimes at home and by talking with people who know the child well

#### **Behaviour Support Plan**

A plan coordinated by schools for the development of long lasting help to those who have difficulty in learning and working alongside others.

#### **Carer:**

A person who is looking after a child but isn't their birth parent

#### **Code of Practice (SEN):**

A government document that schools, early years settings and local authorities follow when identifying children with SEN and meeting their needs

**CAMHS** - Children and Adolescent Mental Health Services

Your GP can make a referral to CAMHS or a referral can be made via the School Nurse

**Department for Education (DfE):**

A national government department

**Differentiation:**

The way in which the early years setting/school's curriculum and teaching methods are adapted to meet the needs of a child

**Disagreement resolution (mediation):**

Arrangements which all local authorities must provide to help prevent or resolve disagreements between parents/carers whose children have SEN and the local authority or school. These must include an independent service with trained mediators, designed to bring the different parties together in an informal way to try to resolve the disagreement through discussion.

**Early Years:**

Birth to five years old

**Early Years settings:**

All pre-school education provision, such as nursery classes, day nurseries, child-minders, Specialist Resource Centres including Pre-school Special Needs and Resource Team.

**Early Years Foundation Stage:**

The framework used by all early years settings which sets out standards and provides a flexible approach which supports learning and development until the end of the reception year at school

**Education Caseworker:**

A person who is employed and directed by the Local Authority to support families with children who have a special educational need.

**Education Health Care Plan (EHC plan)**

A legal document that sets out a child's needs and the extra help he/she should receive. The plan runs from 0 – 25 years if the child or young adult remains in education.

**Educational Psychologist (EP):**

A professional employed by the local authority or commissioned by the school / setting to assess a child's Special Educational Needs and to give advice to the Local Authority, schools and settings as to how the child's needs can be met

**Further Education (FE):**

Further education (FE) is used to describe the full or part time education that occurs following compulsory post-16 secondary education, which is usually distinct from that offered in universities (higher education).

**Graduated approach:**

A model which recognises that children may need different levels of support at different stages in their early years or school lives

**Individual Education Plan (IEP):**

A plan written by an early years practitioner/teacher/SENCO, outlining the way the child's needs are being met, and setting SMART targets and shared with parents. The IEP document is no longer a standard, compulsory document and schools can record this information as however they see fit.

**Key Stages:**

The different stages of education that a child passes through:

Early Years Foundation Stage – age 0-5 (Early years setting, Nursery and Reception);

Key Stage one – age 5-7 (Years 1 and 2);

Key Stage two – age 7-11 (Years 3,4, 5 and 6);

**Learning difficulties:**

Problems or conditions, which make learning harder for the individual than it is for most people

**Local authority (LA):**

A local government body that is responsible for providing education. For children with special educational needs the LA is responsible for carrying out Statutory Assessments and maintaining Statements/ECH plans

**Mainstream school:**

An ordinary school which is for all children, not just those with special educational needs

**Maintained school:**

A state school. This includes community, foundation and voluntary aided schools

**Support Officer:**

The person from the local authority who will deal with a child's case. This is the person that parents/carers and schools contact with specific queries about a child's Statutory Assessment or Education Health Care Plan

**Occupational Therapist (OT):**

A professional trained to give advice on equipment, adaptations and activities to support the learning/ social development of people with physical, emotional or behavioural difficulties

**One Page Profile:**

This straightforward [person-centred thinking tool](#) captures what is important to the individual, together with specific detailed information about how to support them, both inside and outside the classroom. It can be reviewed annually as part of transition or when necessary.

**Paediatrician (Community Paediatrician):**

A doctor who specialises in children's diseases and may be responsible for the continuing care of children with special educational needs both before school entry and in special and mainstream schools

**Parent Partnership Service (Also known as Parent Support Service ):**

A service which provides information and support to parents/carers whose children have special educational needs. Phone the Parent Partnership Helpline **0161 209 8356**

**Provision mapping:**

A way of identifying the range of provision available to all pupils in a school, which is additional to and different from the school's differentiated curriculum.

**Special Educational Needs (SEN):**

The needs of children who have a learning difficulty, which means that they require special educational provision to be made for them. Children who have a learning difficulty find it harder to learn than the majority of children of the same age, or they have a disability which prevents or hinders them from accessing the education provided for other children

**Special Educational Needs Co-ordinator (SENCO):**

The person responsible for the co-ordination of special educational needs support within school or early years settings

**Resource Base:**

Based within a mainstream school providing a specialist additional SEN support.

**Specific Learning Difficulties (SpLD):**

Learning difficulties in specific areas, such as dyslexia or dyspraxia

**Speech & Language Therapist / SALT**

a professional trained to give specialist assessments, advice and treatment for

Children with communication difficulties

**Statement of Special Educational Needs:**

A legal document that sets out a child's needs and the extra help he/she should get

**TA:** A Teaching Assistant supports children with their learning activities in the classroom. They work closely with teachers to make sure pupils enjoy learning and make progress.