

Policy for Inclusion and Special Educational Needs

Headteacher	Dr Marilyn Nadesan
SENDCo	Mrs Becky Biddlecombe

Approved by: Trustees

September
2025

Last reviewed on: September 2025

Next review due by: This document will be reviewed in September 2026 or as soon as possible when any of the information in it changes

Our vision is for every pupil to have a **love for learning**, to be **equipped to live life skillfully** and to **create positive memories** in their time at Jubilee Primary School.

Our **nature is to nurture** and to give every child a strong sense of identity. We work closely with our children and their families to plan the provision that is most appropriate for them.

We are a school with a Christian Faith ethos which can be summed up by this phrase:

‘Love your neighbor as yourself’ Luke 10:27b, Common English Bible

We celebrate diversity in the culture, beliefs, gifts, abilities and contributions of each pupil and see them as an asset to the life of our school. We provide opportunities for children to learn about difference between one another and how to develop acceptance and respect.

Contents

1. Aims	3
2. Legislation and Guidance.....	4
3. Definitions	7
4. Inclusion and Equal Opportunity.....	8
5. Roles and Responsibilities – in conjunction with SEND Information Report.....	8
5.5 Parents and Carers	13
5.6 The pupil.....	13
6. SEND Information Report.....	13
7. Admissions and Accessibility.....	13
8. Our approach to SEND provision.....	14
8.1 The kinds of special educational need for which provision is made.....	14
8.2 The identification and assessment of pupils with special educational needs	14
8.3 Consulting with Parents.....	16
9. Assessing, Monitoring, Reviewing and Evaluating Progress towards Outcomes	16
10. Complaints about SEND Provision.....	17
10. Glossary and SEND Acronyms	17

1. Aims

Jubilee Primary School's Policy for Inclusion and Special Educational Needs aims to:

- Ensure our school fully implements national legislation and Kent Local Authority's guidance and expectations.

Sets out how our school will:

- Support pupils with SEND ensuring our best endeavours to provide the appropriate provision to enable positive outcomes.
- Provide an inclusive environment that enables pupils to access all aspects of school life alongside their peers.
- Provide pupils with the skills and attributes that enable them to become confident individuals who can successfully live fulfilling lives.
- Support pupils with SEND to realise their aspirations and achieve their best.
- Communicate with pupils with SEND and their parents or carers ensuring co-production and seek pupil and parent or carer voices to fully involve them in decision making and discussions to support their child's provision.
- Communicate and explain the roles and responsibilities of key school and external professionals who are supporting the provision for pupils with SEND.
- Ensure the SEND Policy is understood and implemented consistently by all staff and is monitored by Trustees.

At Jubilee all pupils irrespective of need access a broad and balanced curriculum which is delivered through high quality inclusive teaching to enable every pupil to make progress and reach their full potential socially, emotionally and academically. When required to do so, the school will make reasonable adjustments to support pupils with SEND. The school set high expectations and aspirations for each individual pupil, working together with them, and their parents/carers to ensure that pupils with SEND become confident and independent children and young people who are able to successfully transition to the next phase of their education or adult life.

2. Legislation and Guidance

This policy is written in line with:

The regulation associated with:

- Children and Families Act 2014 – Part 3: [Children And Families Act 2014 Part 3](#)
- Special Educational needs and Disability (SEND) Code of Practice 2015:
- The Special Educational Needs and Disability Regulations 2014: [The Special Educational Needs and Disability Regulations 2014](#)
- Equality Act 2010: [Equality Act 2010](#)
- School Admission Code 2021 [School Admission Code 2021](#)
- The School Information Regulations: Updated 24/10/24
- Academies: <https://www.gov.uk/guidance/what-academies-free-schools-and-colleges-should-publish-online>
- Governance in Academy Trusts 2024: [Governance in Academy Trusts](#)

Kent Local Authority:

The Local Authority's local offer

The Local Authority's Offer can be found in the SEND Information Report <https://www.kent.gov.uk/education-and-children/special-educational-needs>

Countywide Approach to Inclusive Education (CATIE)

[A Countywide Approach to Inclusive Education \(kelsi.org.uk\)](#)

What does inclusion mean in Kent?

'As the champion of families, children, and young people our collective priorities are to be certain that all children and young people are engaged with and included in the provision of high-quality inclusive education. Ensuring that, whatever their circumstance or ability, our children have a sense of belonging, feel respected, are valued for who they are and develop the knowledge and skills required for adult life. In doing so, we strive to achieve a continuous improvement in standards, a significant narrowing of achievement gaps for vulnerable groups of learners and a wholly inclusive education system which ensures:

- **Equitable access for all.** Sufficient, appropriate, quality education provision is available for all children and young people in Kent.
- **No child is left behind.** All children and young people are supported to be engaged fully in their education.
- **Effective collaboration.** There is collaboration and multi-agency working providing a self-informing, sustainable system which supports the education of all.' (KCC: CATIE p 2-3)

Special Educational Needs Mainstream Core Standards (ordinarily available provision) : [Special Educational Needs Mainstream Core Standards](#)

The Mainstream Core Standards:

- Sets out the provision that the Local Area has agreed should be ordinarily available for Children and Young People with SEND
- Provides guidance and advice to support schools to meet the needs of and include Children Young People with SEND
- Provides clear guidance to schools on the statutory duties regarding the inclusion of Children and Young People with SEND
- Provides information to all stakeholders on the work of schools in relation to the inclusion of Children and Young People with SEND

The school/academy are all working towards the ultimate goal of growing independent young people as they prepare for adulthood. All provision and support at Jubilee works towards achieving the Kent Children and Young People Outcomes Framework



Our SEND policy should be read in conjunction with our school's policies published on our website:

- SEND Information Report: <https://www.jubileeprimaryschool.org.uk/special-educational-needs-and-disabilities-SEND/>
- Safeguarding policy: <https://www.jubileeprimaryschool.org.uk/safeguarding/>
- Behaviour Policy: <https://www.jubileeprimaryschool.org.uk/school-policies/>
- Equality Policy: <https://www.jubileeprimaryschool.org.uk/school-policies/>
- Accessibility Plan: <https://www.jubileeprimaryschool.org.uk/school-policies/>
- Attendance and punctuality policy: <https://www.jubileeprimaryschool.org.uk/school-policies/>

Safeguarding for pupils with SEND

Safeguarding in particular is a crucial aspect of SEND as we recognise the increased vulnerability that children with SEND have. We are committed to ensuring that all children, including those with SEND, are safe, supported and able to thrive in a secure environment.

Increased Vulnerability

We acknowledge that pupils with SEND may be more vulnerable to:

- Bullying (including prejudice-based and discriminatory bullying).
- Abuse
- Exploitation or grooming, particularly if they have communication difficulties or limited understanding.
- Social isolation and difficulties in forming peer relationships.
- Being disproportionately impacted by behaviours such as child-on-child abuse.

Identification and Communication

All Staff are trained to identify signs of abuse and neglect in pupils with SEND, recognising that behaviours may be communication of distress.

We ensure that children with communication needs have trusted adults and accessible means to express concerns or worries.

The Designated Safeguarding Lead (DSL) works closely with the SENCo to monitor and support children at risk.

Collaboration and Information Sharing

Safeguarding concerns are shared with relevant external agencies as appropriate, and we contribute actively to multi-agency safeguarding plans.

All staff understand the need to work in partnership with families, social care, health professionals and external SEND services when safeguarding needs arise.

Supporting Individual Needs

Where a pupil has a SEND Support Plan or EHCP, safeguarding needs are considered as part of that plan. Risk assessments are carried out for children whose behaviours may present a risk to themselves or others. We also adapt our behaviour and anti-bullying policies where necessary to reflect the needs and experiences of children with SEND.

Our safeguarding approach for children with SEND reflects our statutory duties under the Children and Families Act 2014, the SEND Code of Practice and Keeping Children Safe in Education. We are committed to promoting a culture of vigilance and support across the school community.

3. Definitions

Definition of SEND

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

A child of compulsory school age or a young person has a learning difficulty if he or she:

- Has a significantly greater difficulty in learning than the majority of others of the same age, or
- Has a disability which prevents or hinders him or her from making use of facilities of a kind generally provided for others of the same age in mainstream schools to mainstream post-16 institutions’

(DFE/DOH 2015: 15-16)

Definition of Disability:

‘Many children and young people who have SEND may have a disability under the Equality Act 2010- that is, ‘a physical or mental impairment which is a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities.’ This definition provides a low threshold and includes more children than many realise. ‘Long term’ is defined as a ‘year or more’ and substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments such as those affecting sight or hearing and long-term health conditions such as asthma, diabetes, epilepsy, and cancer. Children and young people with such conditions do not necessarily have SEND, but there is sufficient overlap between disabled children and young people and those with SEND. Where a disabled child or young person requires a special educational provision they will also be covered by the SEND definition’ (DfE/DOH 2015: 16)

Special Educational Needs Register:

At Jubilee Primary School, the SENCo will regularly review the SEND register as part of the Graduated Approach. The SENCo will work in co-production with parents/carers and if required key external professionals to ensure high quality SEND provision is in place, informing parents/carers of any changes that have been agreed. School staff will also be informed, and records updated accordingly on the appropriate school system. A diagnosis does not necessarily mean that a pupil will be placed on the SEND register if the universal and targeted provision the pupil is accessing is enabling them to make good progress.

Special Educational Needs (SEND) support

‘SEND support means support that is additional to, or different from, the support generally given to other children of the same age in a school. It is provided for pupils who are identified as having a learning difficulty or a disability that requires extra or different help to that normally provided as part of the school’s usual curriculum offer. A pupil on SEND support will not have an education, health and care plan.’

<https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

Education, health and care (EHC) plans

A local authority may issue an EHC plan for a pupil who needs more support than is available through SEND support. This will follow a statutory assessment process whereby the local authority considers the pupil's special educational needs and any relevant health and social care needs; sets out long term outcomes; and specifies provision which will deliver additional support to meet those needs.

<https://explore-education-statistics.service.gov.uk/find-statistics/special-educational-needs-in-england>

We use the following criteria to identify when a child has SEND:

- After high quality intervention, delivered at least three times weekly over four terms (out of six) shows much less progress than their peers, and/or;
- The child needs a high level of intervention to enable them to keep up with their peers (3 interventions or more) and/or;
- External professional input is necessary for them to continue to make progress, for four terms or more.

In-year admissions:

- Child joins the school with an EHCP.
- Child joins the school having been on the SEND register in previous school and demonstrates the same need for additional or different provision within the first term of being with us.

4. Inclusion and Equal Opportunity

The school endeavour to provide, review and develop high quality inclusive opportunities through our curriculum and teaching and learning.

Every child on the SEND register has their own personalised plan which is review informally on a termly basis and formally with parents every two terms. We use this meeting as an opportunity to reflect on what is working well and what might need to change to the provision so that it has the best chance of meeting the needs of the child.

Please see the SEND Information Report for more information:

<https://www.jubileeprimaryschool.org.uk/special-educational-needs-and-disabilities-SEND/>

5. Roles and Responsibilities – in conjunction with SEND Information Report

Jubilee work strategically in line with the Special Educational Needs Code of Practice 2015

The school/academy will ensure that pupils, parents and carers have:

- Access to impartial information, advice and support throughout their time in the school/academy to help them make informed decisions and choices about their future.
- Are effectively supported to understand their rights and decision-making processes and choices regarding their plans and support.
- An understanding of their individual plans, outcomes, provision and support and the reasons why some changes may not be possible

(Area SEND inspections: framework and handbook updated April 2024)

5.1 SENCo

All maintained schools and academies are required by law to have a named SENCO who is a qualified teacher and has been awarded the National Award for Special Educational Needs Coordination (prior to September 2024) or The National Professional Qualification for SEND (from September 2024).

SENCOs must complete the qualification within three years of taking up the post.

At Jubilee Primary School our SENCo is Mrs Becky Biddlecombe.

becky.biddlecombe@jubileeprimaryschool.org.uk

She is supported by the SEND Assistant, Tina Kinns
pastoralsupport@jubileeprimaryschool.org.uk

Our SENCo brings five years of dedicated experience to the role, following 10 years of prior service as a class teacher. She achieved the Award in Special Educational Needs Coordination in 2022.

The SENCo works closely with the Headteacher and Trust Board to provide strategic oversight and ensure effective implementation of Jubilee's SEND policy and will:

- Oversee the day-to-day responsibility and implementation of the SEND policy.
- Ensure all statutory requirements are adhered to throughout the year
- Co-ordinate provision for children with SEND using the graduated approach – Assess, Plan, Do, Review to review and monitor provision for all pupils with SEND.
- Communicate and provide all staff with the key SEND and medical information, advice, guidance, and strategies to support pupils with SEND ensuring high quality provision across the school/academy.
- Collaborate with teachers, support staff, parents and carers regarding all aspects of their child(ren)'s provision including interventions and outcomes.
- Offer professional guidance to staff to secure high quality inclusive provision in the classroom and throughout the school day.

- Collaborate with curriculum leaders to remove barriers to learning.
 - Develop and lead whole school continued professional development to ensure high quality provision for all pupils with SEND.
 - Liaise with the relevant Designated Teacher where a looked after child or young person has SEND
 - Liaise with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies.
 - Liaise with potential next providers of education to ensure that the school meets its responsibilities under the Equality Act 2010 regarding reasonable adjustments and access arrangements.
 - Be the key point of contact for external agencies, especially the local authority and its support services
 - Ensure the school keeps up-to-date records of all pupils with SEND.
 - Ensure any pupils who has a part time timetable is agreed with parent/carers, is registered on the KELSI website and a clear re-integration strategy is planned in conjunction with the parent/carer and pupil.
 - Hold status in order to have capacity and authority to make change.
 - Ensure genuine coproduction and collaboration with the wider community.
 - Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively
 - To keep up to date with key national and local SEND development.
 - Attend key meetings organised by the local authority such as The Countywide SENCo Forum to ensure they have up-to-date strategic and operational information.
 - Is fully involved in all aspects of transition planning whether phased or in year regarding pupils with SEND, following expectations set out in the District Plans and Kent Transition Charter. Ensuring parents/carers are fully informed throughout the transition period.
 - Works closely with other colleagues and SENCos in their Community of Schools.
- (Developed from DfE/DOH SEND Code of Practice 2015:108-109)

5.2 Headteacher

The Headteacher will:

- Work closely with the SENCo and SEND link trustee to determine the strategic development of the SEND policy and provision across the school.

- Work with the SENCo and governors to ensure the school adheres to all legislative and statutory guidance keeping up to date with all key national and local policies and expected SEND practice.
- Ensure the SENCo has sufficient time and resources to effectively carry out their role.
- Work closely with the SENCo to carry out their duties employing the Graduated Approach, using their 'best endeavours' and when required making reasonable adjustments to ensure the school/academy is providing high quality SEND provision.
- Have overall responsibility for the provision for pupils with SEND, their progress, and outcomes.
- Have the responsibility for monitoring the school's notional SEND budget and any additional funding allocated by the LA to support individual pupils or SEND provision for groups of pupils.

5.3 SEND Governor

Our Trustees board have a legal responsibility to pupils with SEND as defined in the Children and Families Act 2014 and SEND Code of Practice 2015.

The SEND governor will:

- Help to raise awareness of SEND issues at trustee board meetings.
- Monitor the quality and effectiveness of SEND and disability provision within the school and update the governing body following monitoring visits.
- Work with the Headteacher and SENCo to determine the strategic development of the SEND policy and provision in the school.

Academy Trust

7.4.1 Children with special educational needs and disabilities (SEND)

Boards have legal duties in relation to pupils with SEND that are set out in the [Children and Families Act 2014](#) and the [SEND code of practice](#).

Trusts **must** also meet these requirements by virtue of their funding agreement. There should be an individual on the board who has specific oversight of the school's arrangements for SEND.

DfE Academy trust governance guide: updated 2 October 2024 [Academy Trust Governance Guide](#)

The named Trustee is responsible for the strategic oversight of the arrangements and provision for pupils with SEND.

The SEND Governor will:

- carryout monitoring visits on behalf of the Governing Body to ensure high quality and effective provision is in place and in line with the SEND Code of Practice statutory and Local Authority guidance and expectations.
- Report to and raise awareness of SEND issues raised during monitoring visits and meetings at Trustee Board meetings.
- Work closely with the SENCo and Headteacher to ensure the strategic review and development of the SEND Policy, SEND Information Report and provision in the school.

Our SEND Governor/Trustee is Mrs Barbara Faulkner.

5.4 Teachers

All teachers are teachers of pupils with special educational needs. Our SENCo provide a vital strategic role and provides significant advice and support to teachers, but the responsibility for the learning and progress of all children lies with the teacher.

High quality teaching, differentiated for individual pupils, is the starting point in responding to pupils who have or may have SEND. Additional intervention and SEND support cannot compensate for a lack of good quality teaching.

Schools should regularly and carefully review the quality of teaching for all pupils, including those at risk of underachievement. This includes reviewing and, where necessary, improving, teachers' understanding of strategies to identify and support vulnerable pupils, and their knowledge of the SEND most frequently encountered.'(DfE/DoH SEND Code of Practice 2015: 25)

Every teacher is responsible for:

- The progress and development of every pupil in their class
- Instilling high aspirations for every pupil.
- Delivering a broad balanced curriculum embedding high-quality inclusive teaching strategies and resources
- Working closely with teaching assistants or specialist staff to plan, monitor, track and assess the impact of support and interventions, and how they can be transitioned and embedded in the classroom.
- 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.

Please read the SEND Information Report for more information on the adaptations that we typically use to support pupils with SEND.

5.5 Parents and Carers

Parents and carers should inform the school if they have any concerns about their child's progress socially, physically, emotionally, or academically or if there are any changes to provision that have been advised by key external professionals working with their child following an appointment.

Parents/ carers are actively involved in all aspects of the decision-making process through meetings or agreed forms of communication and are afforded every opportunity to contribute to discussions regarding their child's SEND provision.

We hold SEND Touchbase meetings during Terms 1, 3 and 5 for parents to co-review the provision in place for their children.

We also run termly 'SEND Family play sessions' for families and their children and termly virtual SEND Parent Support groups for parents to discuss challenges and share advice and support.

5.6 The pupil

Seeking the voice of the pupil is an important aspect of ensuring the SEND provision is highly effective for every pupil with SEND. Pupils are given every opportunity to express their view and provide information to support review meetings as part of our Graduated Approach In Year Meetings and for pupils with an EHCP the statutory Annual Review. However, the voice of the pupil can be sought at any time throughout the school year.

Pupils at Jubilee are able to express their views through our pupil voice questionnaires and various pupil voice groups that we run throughout the year. They also have a voice through the school council and frequent surveys.

6. SEND Information Report

Our SEND policy works in conjunction with our SEND Information report which sets out how this policy is implemented in Jubilee.

The SEND Information Report is updated annually or if necessary, when changes to the information may be required during the academic year.

7. Admissions and Accessibility

Jubilee is aware of its obligations under the Equality Act 2010 and complies with non-discrimination provisions and admissions processes.

Please also see our Admissions policy: <https://www.jubileeprimaryschool.org.uk/school-policies/>

The admission arrangements for a pupil without an EHCP do not discriminate against or disadvantage disabled children or those with special educational needs.

8. Our approach to SEND provision

The school will assess each pupil's current skills and levels of attainment on entry, which will build on previous settings and Key Stages, where appropriate. Teachers will make regular assessments of progress for all pupils and identify those whose progress:

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

DfE/DOH SEND Code of Practice: 2015, 6.17

This may include progress in areas other than attainment, for example, social, emotional and mental health needs.

When deciding whether special educational provision is required, the school will start with the desired outcomes, including the expected progress and attainment using the school's graduated approach, and the views and the wishes of the pupil and their parents. The school will use this to determine the support that is needed and whether the school can provide it by adapting the universal offer, or whether something different or additional is needed.

8.1 The kinds of special educational need for which provision is made

At Jubilee, provision is made to support pupils with additional needs irrespective of whether a pupil has an education health and care plan in conjunction with The Continuum of Provision and Need and using the Graduated Approach.

At Jubilee we will ensure our 'best endeavours' to meet the needs of pupils with an Educational Health and Care Plan (EHCP) with the following kinds of special educational need: Cognition and Learning Difficulties, Communication and Interaction, sensory and/or Physical Needs and Social, Emotional and Mental Health needs. Decisions on the admission of pupils with an EHCP are made by the Local Authority.

8.2 The identification and assessment of pupils with special educational needs

In line with this SEND Code of Practice (DfE/DoH 2015) pupils at Jubilee are identified as either having no SEND, having SEND with support, or having a SEND with an Educational Health and Care Plan.

Progress is closely monitored throughout the year to review their academic progress through data but also through the personalised plans.

Teachers carry out regular assessments to track progress and identify pupils who despite using high quality inclusive teaching strategies are:

- Working significantly slower than their peers who have the same starting point.

- Are unable to maintain or improve their progress rate
- Are unable to close the attainment gap in line with their peers or the gap is widening.

This may also include progress and development in areas other than academic attainment such as social, emotional, and physical.

To support pupils, the school use a range of assessments to review and monitor the broader developmental needs and progress of all pupils such as reading assessments, Dyslexic screeners and Speech assessments. These tests will enable the early identification of difficulties that a pupil may present. Information collected from the testing will inform the appropriate intervention and provision to support progress and outcomes.

Teachers at Jubilee are responsible for classroom provision delivering a well sequenced and resourced curriculum and use high quality inclusive teaching strategies which are scaffolded, with adaptations made to meet a pupil's needs.

When teachers identify an area where a pupil is making slow progress or where they have concerns, they will follow the school's early identification of need's protocols as set out in section 7. Teachers will inform parents/carers at an early stage to make them aware and discuss the further supporting strategies that the teacher will use to help the pupil.

However, if progress does not improve the teacher will inform the SENCo to have an initial discussion about whether this lack of progress may be due to a special educational need. In this instance, the SENCo will, in consultation with the pupil's parents/carers, discuss further support. This may include liaison with Pastoral Support, our Speech and Language Therapist or family counsellor.

The purpose of a more detailed assessment will identify what additional resources and/or different approach is required to enable the pupil to make better progress. These will be shared with parents/carers, written into SEND provision plans, which are regularly reviewed, refined, and revised. At this point the SENCo will have identified that the pupil has an additional need because the school/academy is making provision for the pupil which is additional and different to what is normally available. Teachers will be informed throughout the process and training will be delivered to ensure the provision is of a high quality.

It is important to note as stated in the SEND Code of Practice (DfE/DoH,2015 6.23) that slower than expected progress and lower attainment does not automatically mean a pupil would be recorded as having SEND.

If the pupil is able to make good progress using this additional and different resource but would not be able to maintain this good progress without it, the school will continue to identify the pupils having special educational need. If the pupil is able to make good progress without the additional or different resources, they will not be identified as having special educational needs. When any change of identification of SEND is amended, parents/carers will be notified.

The school will ensure that all teachers and support staff who work with a pupil with SEND or have an additional need are made fully aware of the provision that each individual pupil requires through their personalised plan (either a One Page Profile or Learning Plan depending on level of need).

8.3 Consulting with Parents

We work closely with parents/carers to co-construct the provision that is in place for their child. We hold SEND Touchbase Meetings on alternate terms to the normal Parents Evening. These meetings are much longer and provide the space and time to properly look at the provision in place and to make changes as needed. Notes from these meetings are included on the child's plan, which the parents/carers receive a copy of to ensure that everyone is clear on what was agreed.

At the end of these sessions, all parents/carers are given an anonymous survey to complete about the support that their child is receiving. Jubilee then look at the results and use this to inform changes to our whole school SEND approach.

9. Assessing, Monitoring, Reviewing and Evaluating Progress towards Outcomes

Jubilee Primary School uses its best endeavours to assess, monitor, review and evaluate children's progress towards their outcomes through:

- The teacher's assessment and experience of the pupil
- The pupil's previous progress and attainment or behaviour
- Other teachers' assessments, where relevant
- The pupil's individual development compared to their peers and national data.
- Collaboration with parents/carers to seek their views and experience and agreed next steps.
- The pupil's own views
- Advice from external support services, if relevant
- Ensure pupils are prepared for their next steps and onward pathways through transition support

At all times teachers and support staff who work closely with the pupil will be made aware of their needs, provision plan outcomes, key strategies, provision and approaches to support them throughout the school day. Any changes to provision will be communicated in a timely manner through the school's SEND protocols and processes as set out in the SEND Information Report.

This policy and SEND Information Report will be reviewed by the SENCo every year. It will also be updated to reflect any changes to the information or statutory policy.

The policy will be approved by the trustees and available to read and refer to on the school's website.

10. Complaints about SEND Provision

If a parent is unhappy about the provision that their child is receiving, they should follow the school's complaints policy.

Complaints about SEND provision at Jubilee should be made to the class teacher in the first instance. They will then be referred to the school's complaints policy.

Parents/carers of pupils with disabilities have the right to make disability discrimination claims to the first tier SEND tribunal if they believe that the school has discriminated against their child. They can make a claim about alleged discrimination regarding:

- Exclusions
- Provision of education and associated services
- Making reasonable adjustments, including the provision of auxiliary aids and services

All complaints relating to a named member of staff must be sent to the Headteacher.

If a complaint is not resolved after it has been considered by the governing body and you are not satisfied with the school's response, you 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 SEND Code of Practice [SEND Code of Practice](#)

Complaints Policy: <https://www.jubileepriamaryschool.org.uk/school-policies/>

10. Glossary and SEND Acronyms

- **Access arrangements** – special arrangements to allow pupils with SEND to access assessments or exams
- **Annual review** – an annual meeting to review the provision in a pupil's EHC plan
- **Area of need** – the 4 areas of need describe different types of needs a pupil with SEND can have. The 4 areas are communication and interaction; cognition and learning; physical and/or Sensory; and social, emotional and mental health needs.
- **EHC needs assessment** – the needs assessment is the first step on the way to securing an EHC plan. The local authority will do an assessment to decide whether a child needs an EHC plan.
- **EHC plan** – an education, health and care plan is a legally binding document that sets out a child's needs and the provision that will be put in place to meet their needs.
- **First-tier tribunal/SEND tribunal** – a court where you can appeal against the local authority's decisions about EHC needs assessments or plans and against discrimination by a school or local authority due to SEND
- **Graduated approach** – an approach to providing SEND support in which the school provides support in successive cycles of assessing the pupil's needs, planning the provision, implementing the plan, and reviewing the impact of the action on the pupil

- › **Intervention** – a short-term, targeted approach to teaching a pupil with a specific outcome in mind
- › **Local offer** – information provided by the local authority which explains what services and support are on offer for pupils with SEND in the local area
- › **Outcome** – target for improvement for pupils with SEND. These targets do not necessarily have to be related to academic attainment
- › **Reasonable adjustments** – changes that the school must make to remove or reduce any disadvantages caused by a child’s disability
- › **SENCo** – the special educational needs co-ordinator
- › **SEN** – special educational needs
- › **SEND** – special educational needs and disabilities
- › **SEND Code of Practice** – the statutory guidance that schools must follow to support pupils with SEND
- › **SEND information report** – a report that schools must publish on their website, that explains how the school supports pupils with SEND
- › **SEND support** – special educational provision which meets the needs of pupils with SEND
- › **Transition** – when a pupil moves between years, phases, schools or institutions or life stages.

Trustee approval and review dates

Changes since last policy version: **This is a new Policy**

Version	Date	Amendment

Approval

This policy was accepted by the Board of Trustees at its meeting in October 2025. This policy is due for review in September 2026.