



SEND Policy and Information report

Primary and Secondary Academies

June 2020

Contents

	Page
1.1 Introduction, legislation and guidance	3
1.2 Our vision, aims and objectives	3
1.3 How do CHAT schools know when a pupil has learning difficulties or special educational needs?	5
1.4 How do we know if a child or young person has a special educational need?	5
1.5 Types of Special Educational Needs we provide for	5
1.6 How do we identify and assess pupils with SEND?	6
1.7 Who will support pupils?	8
1.8 How do we evaluate the effectiveness of the provision made for pupils with SEND?	8
1.9 What is our approach to teaching pupils with SEND?	9
1.10 How do we enable pupils with SEND to engage in all activities?	10
1.11 How do we consult with parents of pupils with SEND and involve them in their child's education?	10
1.12 How do we support SEND pupils moving between different phases of education?	11
1.13 What support will there be for my child's well-being?	12
1.14 What staff support and services are available?	13
1.15 What expertise and training do staff have to support pupils with SEND?	13
1.16 How accessible are CHAT academies?	14
1.17 How can a parent raise concerns about their child's progress?	14
1.18 How can parents give feedback on the SEN information report?	14
1.19 Resources	14
1.20 Additional support services	15
1.21 Review	15
APPENDIX 1 SEND Contact information	
APPENDIX 2 SEND Identification pathway	
APPENDIX 3 SEND Primary interventions overview	
APPENDIX 4 SEND Secondary interventions overview	
APPENDIX 5 SEND Glossary of terms	

1.1. Introduction, legislation and guidance

We are part of CHAT Academies, established in 2010. CHAT currently runs five academies in North London. This includes four primary schools and one secondary school. Our academies are mainstream, and are committed to the successful inclusion of pupils. We offer an inclusive curriculum and programme to ensure the best possible progress for all pupils. Successful inclusion is a key aim and this takes different forms depending on the needs of each individual child.

Legislation and guidance

At CHAT Academies, the abilities and achievements of all pupils are valued equally. The implementation and monitoring of this policy ensures access to a broad and balanced curriculum for every pupil. A good working relationship with parents and parental involvement in understanding the needs of children and young people is considered essential to the planning of educational provision and educational opportunities.

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

[Part 3 of the Children and Families Act 2014](#), which sets out schools' responsibilities for pupils with SEN and disabilities; and

[The Special Educational Needs and Disability Regulations 2014](#), which set out schools' responsibilities for education, health and care (EHC) plans, SEN coordinators (SENCOs) and the SEN information report.

1.2. Our vision, aims and objectives

Our goal is to provide outstanding education and life changing opportunities for all our children. We want to be recognised for academic excellence and having a reputation for giving pupils the critical skills and knowledge necessary to be successful in education, employment and life.

We believe opportunities create options and choices for children. That is why we challenge every pupil, parent and teacher with high expectations in order to provide a learning environment to help each child develop individually to reach their maximum potential on the pathway toward achieving their personal dreams and goals.

Our children are also encouraged to be contributing members of their communities. We teach them to acquire personal integrity, to uphold respect for cultural diversity, and develop a sense of global responsibility.

At CHAT Academies, every child will experience the very special freedom that comes with having the greatest number of opportunities to discover his or her potential. Whatever your child dreams to be, we have a wide array of choices and support in place to empower them to help make his or her preferred future a reality.

Aims and objectives

We will ensure that these aims and objectives are effectively applied through monitoring of SEND provision and of the achievement of the planned learning outcomes at each academy.

AIMS

- To provide a school environment that fosters an enjoyment of learning for all, that encourages creativity, excitement for learning, and a striving to achieve.
- To promote individual respect for co-operation in learning and for participation in the activities of the school community across the range of abilities and potential.
- To ensure that all pupils have access to a broad and balanced curriculum differentiated appropriately to meet individual needs and ways of learning.
- To maintain an ongoing partnership with parents to better identify and clarify challenges to progress for pupils with Special Education Needs and Disabilities (SEND).

OBJECTIVES

- To identify and provide for pupils who have special educational needs and disabilities.
- To ensure early identification of pupils with SEND through the rigorous whole school tracking, monitoring and recording system.
- To encourage parents, and whenever possible the pupils themselves in identifying needs and planning to remove barriers to achievement.
- To work within the guidance provided in the Special Educational Needs and Disability Code of Practice: 0 to 25 years
- To operate a “whole pupil, whole school” approach to the management and provision of support for special educational needs
- To provide a Special Educational Needs and Disability Co-ordinator (SENDCO) at each Academy.
- To provide support and advice for all staff working with SEND pupils; including termly training/CPD
- To emphasise personalised learning whenever this will support a pupil’s progress

1.3. How do CHAT schools know when a pupil has learning difficulties or special educational needs?

A parent can address any concerns initially with their child's class teacher. Alternatively, parents can ask to speak to the school's SENDCo. Prospective parents of children with SEND should contact the school office to arrange an appointment with the SENDCo.

For further details, please see **APPENDIX 2** for the SEND Identification Pathway.

1.4. How do we know if a child or young person has a special educational need?

A child or young person has a special educational need if he or she has a learning difficulty or disability which calls for special educational provision to be made for him or her.

A learning difficulty or disability is a significantly greater difficulty in learning than the majority of other pupils of the same age.

The [Special Educational Needs and Disability Code of Practice: 0 to 25 years](#) (2015) states: -

- xiii. 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.*
- xiv. A child of compulsory school age or a young person has a learning difficulty or disability 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 or mainstream post-16 institutions*

1.5. Types of Special Educational Needs we provide for

Our schools are inclusive and we make provision for children and young people with a wide range of SEND. There are four broad areas of need. Some children may have needs that fit within one area of need, some have needs that span two or more, and for others the precise area of need may not be clear from the outset.

a. Communication and interaction

Children and young people with speech, language and communication needs (SLCN) may have difficulty in communicating with others. This may be because they have difficulty expressing themselves, understanding what is being said to them, some may not understand or use social rules of communication.

Specific learning difficulties such as dyslexia, or physical or sensory impairment such as hearing loss, may also lead to communication difficulties.

Children with an Autistic Spectrum Disorder (ASD) will have difficulties with communication, social interaction and imagination. They may be upset or distracted easily, or have difficulty accepting changes to routines.

We are sensitive to pupils who have English as an additional language (EAL). Further information can be found in our [Inclusion policy](#) available on the policy page of our school website.

b. Cognition and learning

Support for learning difficulties may be required when children and young people learn at a slower pace than their peers, even with appropriate teacher differentiation. Learning difficulties cover a wide range of needs, where a child's attainment is significantly below expected levels in most areas of the curriculum, despite appropriate differentiation.

Some children may have specific learning difficulties (SpLD), including dyslexia, dyscalculia and dyspraxia, and may require additional support.

c. Social, emotional and mental health difficulties

For some children and young people, difficulties in their social and emotional development, can mean that they require additional and different provision in order for them to achieve.

Some children and young people may have other recognised disorders such as Attention Deficit Disorder (ADD), Attention Deficit Hyperactivity Disorder (ADHD), attachment disorder or, rarely, schizophrenia or bipolar disorder.

d. Sensory and / or physical needs

There are many sensory and physical difficulties that could affect children and young people across the ability range. These may include: -

- a Visual Impairment (VI) or a Hearing Impairment (HI)
- Multi-Sensory Impairment (MSI)
- Physical disability (PD)

Some children with sensory and/or physical needs may require adaptations to the curriculum, their study programme and the physical environment. Many such adaptations may be required as reasonable adjustments under the [Equality Act 2010](#).

1.6. How do we identify and assess pupils with SEND?

All pupils are taught a broad and balanced curriculum. Their progress, including the personal, social and emotional development of all pupils, is carefully monitored. We recognise that it is important to identify additional needs at an early stage in order to help children or young people to achieve their full potential.

This includes:

- A baseline assessment process for new admissions that identifies the child's current attainment and starting point;
- Close liaison with parents and other schools prior to admission, which can include school or home visits by the class teacher, an experienced colleague and / or SENDCo;
- Teachers, SENDCo and teaching assistants spending additional time with a new cohort of children to identify any emerging issues;
- Meetings with class teachers, form tutors, subject leads, Heads of Year, Senior Leadership Team including the SENDCo and Trust's Safeguarding Manager (where appropriate);
- Class teachers to identify any emerging concerns regarding individuals or groups and share with the SENDCo.

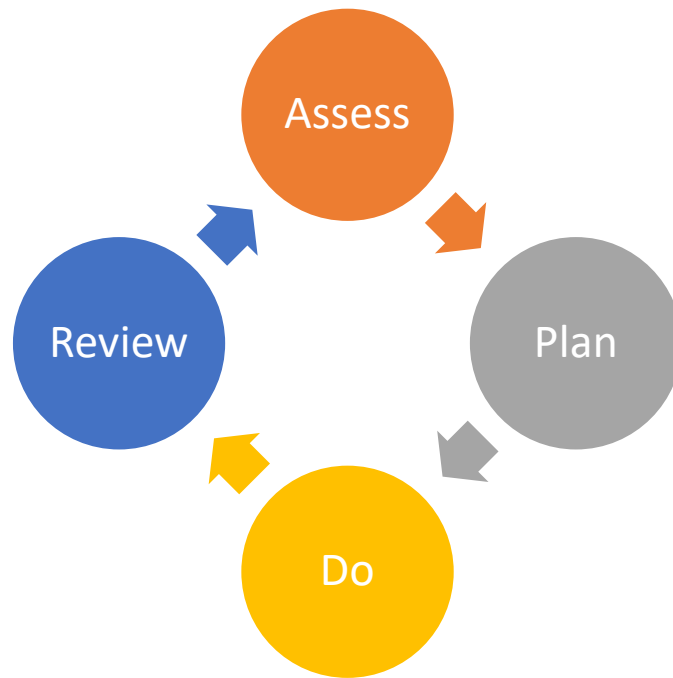
When a child is identified as requiring extra support, parents will be kept informed by the child's teacher. Additional provision is made for these pupils and their progress is monitored by the school's senior leaders. Sometimes an intervention may be necessary to offer additional support in a particular area of the curriculum or to help pupils develop their social skills or confidence as learners. CHAT offer a range of specific interventions for the core subjects and also for the four main areas set out in the SEN Code of Practice. The impact of interventions for learners with SEND is reviewed regularly.

Please see **APPENDIX 3** and **APPENDIX 4** for the SEND Intervention Overviews.

If progress continues to be a cause for concern, the class teacher will liaise with the SENDCo and parents. At this point, the child will be placed on the SEN Register with parental consent and a learning support plan will be agreed. A learning support plan identifies classroom strategies that can further support learning and development. Pupils views will form part of this process and be reflected in the plan. The plan will include strategies for parents to support their child at home. The outcomes and progress made towards these will be reviewed regularly by the class teacher, parents and children.

If a child has significant and sustained difficulties despite ongoing intervention, the school can apply to the Local Authority for a statutory assessment of their needs and a request for an Education, Health and Care Plan. This will be undertaken with parental consent. This will provide additional funding for the school to meet the child's needs.

CHAT follows statutory guidance as part of the SEN Code of Practice (2015) to identify and assess children with SEND. This is known as the graduated approach and takes the form of a four-part cycle (assess, plan, do, review).



Assess how best to support your child and their specific needs

Plan the provision to meet your child's aspirations and agreed outcomes

Do put the provision in place to meet those outcomes

Review the support and progress. Parents / carers and pupils are involved in reviewing progress and the pupils' view is taken in to consideration.

1.7. Who will support pupils?

The class teacher is responsible for the progress and support of all pupils in his/her class. Each school has a range of specialist staff to support pupils with SEND.

We also work closely with a number of other agencies (e.g. Speech and Language Therapists, CAMHS, Play Therapists, Behaviour Support Service, Hearing/Vision Impairment service, Occupational Therapist, Educational Psychologists) and this external support is facilitated and reviewed by the SENDCo or class teacher to ensure it allows pupils to progress towards agreed outcomes.

1.8. How do we evaluate the effectiveness of the provision made for pupils with SEND?

Monitoring progress is an integral part of teaching and learning within CHAT. Pupil progress meetings every half term/term monitor the progress in all curriculum areas. This includes, teacher assessments and data to identify pupils who may be working below age-related expectations.

Reviewing provision is part of our everyday practice and takes place not only in our pupil progress meetings, but also in response to every lesson. We are continuously assessing, responding to what the pupils tell us and adapting our provision based on this.

The effectiveness of SEND provision will be measured using both qualitative and quantitative data. Qualitative data will gather the views of teachers and pupils on how successful the provision has been in enabling them to achieve their outcomes.

Quantitative data will examine both progress and attainment levels compared to those achieved across CHAT, and nationally for pupils with the same prior learning level. This data will be shared with staff, governors, Trustees and be judged by external moderators such as Ofsted.

1.9. What is our approach to teaching pupils with SEND?

CHAT Academies use three waves of provision to support pupils with SEND:

Wave 1

Universal, quality first teaching

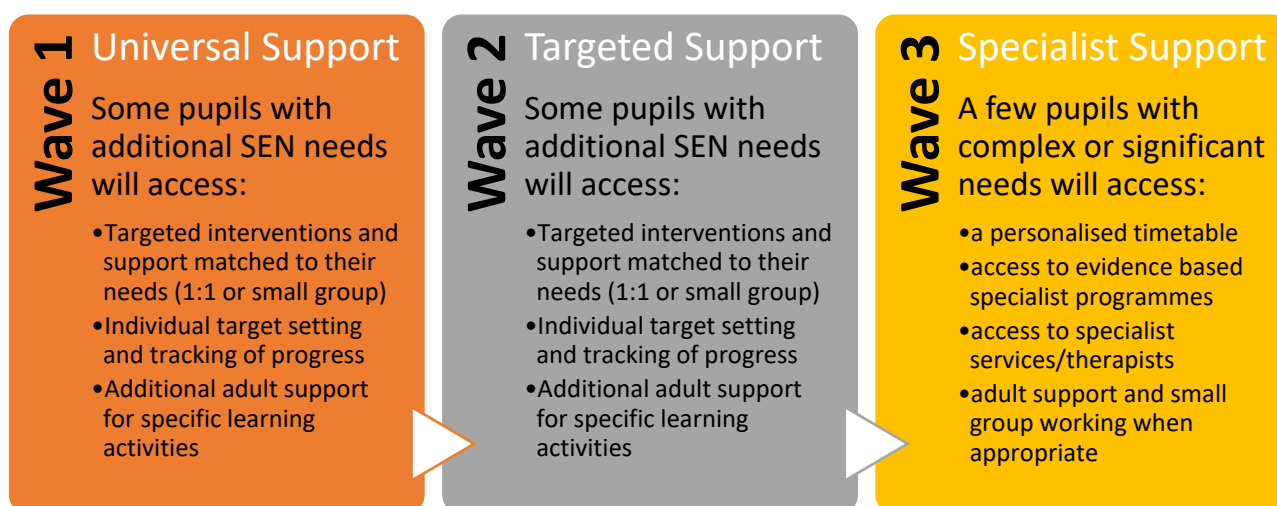
Please also see the local authority document entitled '*Ordinarily available provision in all Enfield schools and colleges*' available on the SEN Page of the website.

Wave 2

Additional, targeted provision to enable children to work at or above age related expectations

Wave 3

Specialist, highly personalised, evidenced based intervention



1.10. How do we enable pupils with SEND to engage in all activities?

We adhere to the guidance detailed in the [Equality Act 2010](#). We believe that all pupils should have equal opportunities. Children and young people registered as needing SEND support will have full access to the Curriculum in keeping with our [Equalities Policy](#).

We are keen to work with parents / carers to ensure that their children achieve their full potential in all areas of academy school life and the wider community.

We will risk-assess and if possible make the adaptations needed in order to meet individual needs.

Clubs, trips and activities offered to pupils are available to pupils with special educational needs, either with or without an EHCP (education, health and care plan). The accessibility of venues and the ability for all pupils to take part in trips is carefully considered during the planning stages and appropriate support is given to ensure that pupils identified as needing additional support can be included in the same activities as their peers, including those outside of the classroom and school trips.

1.11. How do we consult with parents of pupils with SEND and involve them in their child's education?

We promote positive partnerships with parents and actively work with them to enable their children to achieve their best. Parents/carers are invited to meet their child's new class teacher prior to their transition to a new class/environment. We recognise parents/carers are the main/first educators of their children and we operate an 'open-door' policy to share information, as well as more formal consultation evenings.

At all stages, we work with parents to agree on the best decisions and provision for their children. Parental consent is obtained prior to pupils being added to the register of Special Educational Needs and / or Disabilities. Every effort is made to strengthen home/school links and to encourage parents to work with their children and staff in order to overcome learning or behavioural difficulties.

The following are some of the things available to parents within our primary and secondary academies:

- Consultation about our SEN practice on an annual basis (via coffee mornings / afternoon tea);
- Drop-in opportunities or meetings by appointment with our SENDCo;
- Academy websites and notice boards;
- Use of home school books to maintain lines of communication;
- Stay & Play with Early Years;
- Transition meetings;
- Parent volunteers around the school;

- Access to relevant SEN information through our website;
- Active PTA (Parent & Teachers Association);
- We are happy to offer individuals appointments to discuss specific issues with parents / carers about their child's progress;
- Outreach Team parent programmes;
- Phone consultations for secondary pupils;
- Pupil profiles and learning support plans shared with parents during consultations.

1.12. How do we support SEND pupils moving between different phases of education?

CHAT Academies believe that a strong transition programme is fundamental to supporting pupils with their next steps in their learning journey.

Transition to the next year group within the academy is carefully planned. Transition is personalised according to the child's SEND needs e.g. additional 'drop in sessions' to the classroom or 'drop by' sessions by the new teacher and / or teaching assistant of their new class; transition books of their new classroom, new adults and timetables are sent home over the summer to prepare the child for the new academic year.

When a child reaches the transition to Key Stage 3, his / her class teacher and the SENDCo will invite the SENDCo in from the relevant secondary school / academy to discuss the additional needs they may have. In some cases, they may also arrange to visit the school with the pupil in an enhanced transition bespoke to the child's needs. Some pupils will complete a six-week Secondary Transition Programme in the summer term (written by the Enfield Speech and Language Therapy Service) to help them prepare for the challenges of secondary school.

Transition to Secondary Academy

When a child reaches the transition to Key Stage 3, his / her class teachers and the SENDCo will arrange to meet with staff from the secondary school / academy to discuss any additional needs they may have. This may take the form of a school visit by a Learning Support Staff member or SENDCo.

Key Stage 3 settings now provide additional induction arrangements for pupils who require extra support, whether this be a need relating to their academic or personal, social and emotional development. Parents / carers will also be invited to Open Events and Taster Days where they will receive the information needed to support their child with their transition.

When a pupil with an EHCP is transferring to a secondary school / academy, the receiving school is invited to attend the annual review meeting in Year 6 in which a bespoke transition plan will be discussed / drawn up as part of the annual review. Further to this, pupils with an EHCP and parents transferring to our secondary academy Hall are invited to a small group tour with the secondary SENDCo where an enhanced transition will be provided.

When a pupil does not have an EHCP, but who has specific needs or is vulnerable, the SENDCo will speak to the SENDCo of the receiving school, most commonly by arranging a transition / handover visit to the school.

Throughout Key Stage 4 pupils undertake a consultation process that includes regular meetings and discussions with parents, teachers, Heads of Year and the SENDCo. These meetings address relevant GCSE option choices, career pathways, work experience, further education aspirations and relevant access arrangements for GCSE exams.

All pupils with an Education Health and Care plan have input from Enfield SEND Careers service as well as any other relevant agencies such as Speech and Language Service, further education staff or Educational Psychologists. In addition to this, all pupils undertake work experience in year 10 to provide them with employability skills. Prior to work experience, SEND pupils are provided with additional support to identify and prepare for work experience and Learning Support Team monitor their progress regularly during this time.

Through consultation with parents, pupils and staff, relevant career pathways are identified for pupils with SEND with the intention of maximising opportunities relating to their strengths, attainment and employment. Pupils may undertake alternative pathways at GCSE that include BTEC.

Parents can also gain information about their pupil's academic progress and behaviour information through web access to our monitoring software.

1.13. What support will there be for my child's well-being?

We have a whole-school approach to promoting the health and well-being of all of our pupils. We recognise that all adults have a full and active part to play in protecting our pupils from harm and that every child's welfare is our paramount and collective concern, as identified in our [Safeguarding, Child Protection and Associated Procedures](#) (available on our website).

Children and young people are encouraged to contribute their views on school life and pupils can give their views to the class teacher, Senior Leadership Team, Trust's Safeguarding Team or their School Council representative.

We promote the development of resilience in our pupils, for sound mental health that will enable them to grow into healthy adults. Our schools will provide a caring, positive and safe environment for our children where they can develop a sense of belonging and feel able to trust and talk openly with adults about their problems. We will offer personal, social and emotional support to our pupils at each stage of their educational journey. This may include specialist support services if appropriate.

We have a [Supporting Pupil's with Medical Conditions Policy](#) (available on our website) which is monitored by CHAT's Medical Officer.

Relevant staff have been trained in treating pupils with epi-pens, and asthma. Key members of staff are managing these medical conditions. We also have staff that are trained to administer First Aid and paediatric First Aid.

1.14. What staff support and services are available?

CHAT Academies staff

- Head teachers
- Senior leaders
- SENDCos
- Higher Level Teaching Assistants
- CHAT Safeguarding Team
- CHAT Educational Psychologist
- CHAT Inclusion forum
- Play Therapist

London Borough of Enfield services

- Local Authority SEN Team
- Local Authority Educational Psychologists
- Social Workers
- CAMHS
- Outreach Support from Autism Advisory Service
- Behaviour Support Service (now known as SWERRL)
- Hearing Impairment service
- Visual Impairment service
- Occupational Therapist
- Speech and Language Therapist
- SENDIASS

More information can be found in the Enfield local offer:

<https://new.enfield.gov.uk/services/children-and-education/local-offer/>

Specialist Services staff will liaise with academy staff about the progress of pupils they are working with and where relevant this is relayed back to parents and other relevant staff.

1.15. What expertise and training do staff have to support pupils with SEND?

We make every effort to ensure that staff are kept up to date with relevant training and developments in relation to the needs of pupils with SEND. As well as training from CHAT SENDCos, training may be from CHAT's Educational Psychologist or by an external provider. (NB training is ongoing and reflective of the particular needs of individual or groups of children at any point in time).

CHAT buy in to Enfield's Professional Development package for SEND/ Inclusion. In-house training on SEND is delivered across the schools as required and staff can also request training that is relevant to the needs of pupils in the class. This training is run by Enfield advisors or external providers.

Individual teachers and support staff attend training courses run by external agencies that are relevant to the needs of specific children in their class (e.g. from ASD Outreach service.)

1.16. How accessible are CHAT schools?

We have arrangements in place for the admission of pupils with disabilities. CHAT recognises that some of its pupils, parents, staff and visitors may have specific, individual needs when using school facilities. Please refer to the [Accessibility plan](#) (available on the policy section of the website).

1.17. How can a parent raise concerns about their child's progress?

If you have concerns about your child's progress you should speak to your child's class teacher initially.

If you are not happy that the concerns are being managed and that your child is still not making progress you should speak to the SENDCO.

If you are still unhappy, you should see the Head teacher.

Should a parent / carer still feel we have failed to address their concerns, a copy of our [Complaints Procedure](#) is available on the academy website.

1.18. How can parents give feedback on the SEN information report?

The SEN Information report is reviewed annually. CHAT welcomes parental feedback either directly or in writing.

Please see **APPENDIX 1** for SENDCo contact details.

1.19. Resources

The annual audit and preparation for setting the actions on the Academy Development Plan provides the opportunity to look at the overall SEND budget. The SEND budget includes money for Teaching Assistants and for purchasing additional services from Central Government. Careful assessment of pupil progress helps to provide indication of value for money against different activities and interventions.

1.20. Additional support services

London Borough of Enfield's Local Offer

Please see Enfield's website www.enfield.gov.uk/send

London Borough of Enfield's SENDIASS (SEND Information, Advice and Support Service)

Telephone: 020 8373 6273

Please also see the *Independent Support and SENDIASS* link on Enfield's 'Other Support Services' web page

<https://new.enfield.gov.uk/services/children-and-education/local-offer/early-years-and-family-support/other-support-services/>

Informed families

Enfield's Family Information Service run by Enfield Council Community Access, Childcare and Early Years (CACEY) service www.enfield.gov.uk/if

Our Voice

A parent led organisation seeking to improve services for children with disabilities in Enfield

www.ourvoiceenfield.org.uk

Contact a family

A national charity that exists to support the families of disabled children whatever their condition or disability www.cafamily.org.uk/

Council for Disabled Children

www.councilfordisabledchildren.org.uk

IPSEA (Independent Parental Special Education Advice)

A national charity which provides advice to families who have children with special educational needs. www.ipsea.org.uk

ConnectEd

Understanding children's mental health & emotional wellbeing www.ccsconnected.org.uk

1.21. Review

This report will be reviewed at least annually or as soon as any changes to the information occurs during the year.

SEND Contacts information

APPENDIX 1

The senior leadership team of each academy are responsible for overseeing the SEND provision and SENDCOs are responsible for the day to day provision of education.



Cuckoo Hall Lane, Edmonton, London N9 8DR | 020 8804 4126 | cuckoo@chat-edu.org.uk

SENDCO Victoria Connolly

Head teacher Nicky Ross



1-3 Pitfield Way, Enfield, Middlesex EN3 5BY | 020 8805 9811 | eha@chat-edu.org.uk

SENDCO Aisha Malik

Head teacher Jade-Simone Bacon



46 Queensway, Ponders End, London EN3 4SA | 020 8343 9631 | heron@chat-edu.org.uk

SENDCO Lois Burgess

Head teacher Arthur Barzey



40 The Ride, Enfield, London EN3 7GB | 020 8344 9890 | kingfisher@chat-edu.org.uk

SENDCO Aisha Malik

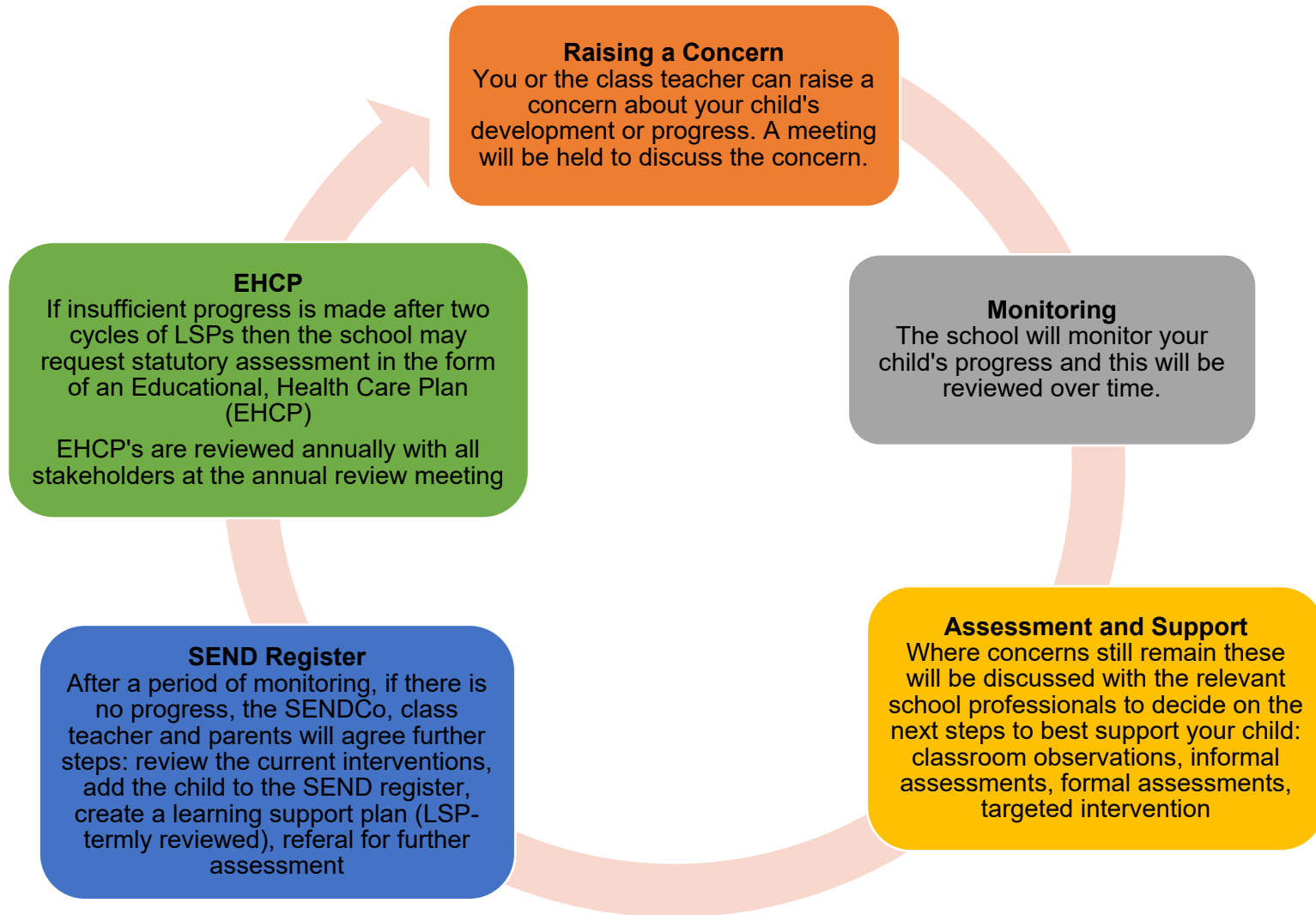
Head teacher Matt Clifford



51 Nightingale Road, Edmonton, London N9 8BF | 020 8443 0708 | woodpecker@chat-edu.org.uk

SENDCO Victoria Connolly

Head teacher Nicky Ross



Communication and Interaction

Talk Boost
Speech and Language intervention for 4-7 year olds

LASS
Early years intervention for children with communication, language and social skills delay

Language for Thinking
Ks2 intervention for children with delayed language skills to help with verbal reasoning

Social Skills Group
An intervention designed to develop social and behavioural skills

Cognition and Learning

Sound Routes
A programme designed to support reading for dyslexic pupils

15 Minutes a Day
Targeted reading intervention for year 1 and year 2

Read Write Inc
A one-to-one phonic and reading intervention for year 1 and year 2

Social, Emotional and Mental Health

Think Smart
A group activity to help children develop flexible thinking skills

Play Therapy
A qualified counsellor helps children understand their feelings through play

Sensory and Physical

Tiger Teams
A physical intervention designed to promote gross motor skills

Communication and Interaction

Speech and Language

A group speech and Language intervention for children with delayed language skills to help with verbal reasoning

Social Stories

One to one support for children with Autism Spectrum Disorder (ASD)

Cognition and Learning

RM Literacy

A one- to-one intervention for Y7 and Y8 students that require additional reading support

Lexia

A computer based programme designed for children who are 2 years below their reading age

Maths

Small group and individualised support for children working at a foundation stage

Social, Emotional and Mental Health

Transition

A six week intervention for Y7 pupils with trained counsellors to develop confidence and self esteem

Mentoring

A small group mentoring programme to develop students' social and emotional skills

Counselling

A qualified counsellor working with students with social, emotional and mental health needs

Sensory and Physical

Support Worker

One to one support given to students to support sensory or physical needs

SEND Glossary of terms

APPENDIX 5

	Achievement	The result of striving towards a sense of personal success and achieving as highly as possible. A combination of a child's progress and attainment.
	Additional needs	Describes a group of children who require additional support to help them make improved progress or catch up, which may be a short-term intervention or a longer-term strategy.
	Assessment	Assessment is the systematic process of assessing the needs, circumstances or progress of a child against an established scale or standardised benchmarks, with the intention of understanding the child's needs so that decisions can be made about appropriate support (or to confirm that no additional help is required).
	Attainment	Achievement evaluated against specified standards, generally in national expectations.
ADD	Attention Deficit Disorder	ADHD is a medical diagnosis related to the child's behaviour and attention span, which can affect their ability to concentrate and learn.
ADHD	Attention Deficit & Hyperactivity Disorder	ADHD is a medical condition. A person with ADHD has differences in brain development and brain activity that affect attention, the ability to sit still, and self-control. ADHD can affect a child at school, at home, and in friendships.
AR	Annual Review	The statutory yearly review of a statement of special educational needs. The local authority carries out such a review within 12 months of making an Education, Health and Care plan, or within 12 months of any previous review.
	Assess, Plan, Do, Review Cycle	SEND support takes the form of a four-part cycle (assess, plan, do, review) through which, the school regularly reviews and refines their approach to best meet the needs of the pupil. This is known as the graduated approach.

SEND Glossary of terms

APPENDIX 5

ASD	Autistic Spectrum Disorder	ASD is a lifelong developmental disorder. It affects how a person communicates with and relates to the people around them.
CAMHS	Child & Adolescent Mental Health Service	CAMHS provide multidisciplinary mental health services to children and young people with mental health problems and disorders.
COP	Code of Practice	The revised Special Educational Needs Code of Practice was published by the Department for Education and Skills in 2014. The code provides guidance on policies and procedures intended to enable pupils with SEN to reach their full potential, to be included in school communities and to make the transition to adult life successfully.
	Cognition and Learning	The mental process of knowing, including aspects such as awareness, perception, reasoning, and judgment.
	Developmental delay	A slower rate of development where a child learns more slowly than most children of the same age.
	Disabled	A person is disabled if he or she has a physical or mental impairment, which has substantial and long-term effect on his/her ability to carry out day-to-day activities. The definition also covers pupils with sensory or intellectual impairments, those with a learning disability, severe disfigurements or progressive conditions.
	Dyscalculia	A condition associated with specific learning difficulties in Maths. In its simplest terms this means that sufferers have problems with even simple arithmetic.
	Dyslexia	A learning difficulty that primarily affects the skills involved in accurate and fluent word reading and spelling. Characteristic features of dyslexia are difficulties in phonological awareness, verbal memory and verbal processing speed.

SEND Glossary of terms

APPENDIX 5

	Dyspraxia	A common developmental disorder affecting fine and/or gross motor coordination in children and adults. It may also affect speech.
EAL	English as an Additional Language	English is not the pupils' native language.
EHCP	Education and Health Care Plan	Education, Health and Care Plans (EHCP): EHC plans set out how services will work together to meet the child or young person's needs. EHC plans are based on a co-ordinated assessment and planning process which puts the child and young person and their parents at the centre of decision making.
EHF	Early Help Form	If professionals are concerned about the welfare of a child, they will complete an 'Early Help' form. The information in this form will be used to assess if the child and / or their family require further support from different agencies
EP	Educational Psychologist	An educational psychologist supports schools and families if children are experiencing barriers to their learning. Psychologists work with a wide range of people to help find ways forward (e.g. parents, teachers, social work, speech & language therapists etc.)
EWO	Education and Welfare Officer	An education welfare officer works with children whose education is being affected by irregular attendance or absence from school. They aim to make sure that children get the best possible education by working closely with school, pupils and their parents and carers.
FSM	Free School Meals	A child may receive free school meals if their parents/carers qualify for benefits (e.g. Income Support, Job Seekers Allowance, Child Tax Credit)
HI	Hearing Impairment	Pupils with a hearing impairment range from those with a mild hearing loss to those who are profoundly deaf.

SEND Glossary of terms

APPENDIX 5

HLTA	Higher Level Teaching Assistant	An experienced teaching assistant who plans and delivers learning activities under the direction of a teacher, and assesses, records and reports on pupils' progress.
KS	Key Stage	The national curriculum is divided into key stages (Early Years & KS1 -4), each having its own prescribed course of study. At the end of each stage, pupils are required to complete standard assessment tasks. Early Years & KS1 & KS2 – nursery & primary; KS3 & KS4 – secondary
LASS	Language and Social Skills Groups	To help children with their language and social needs
LA	Local Authority	The local government body of a county or city that provides services, including education, for local people.
	Local Offer	A website or part of a website in which local authorities set out in one place information about provision they expect to be available for children and young people in their area who have SEN, including those who do not have EHC plans.
LAC	Looked After Child	Any child who is in care of the local authority, or who is provided with accommodation by the local authority social services department for more than 24 hours.
LM	Learning Mentor	School staff who work with students to help them engage more effectively in learning and improve achievement.
LSP	Learning Support Plan	An LSP sets out a child's learning targets and the strategies being used to meet a child's identified special educational needs.
MLD	Moderate Learning Difficulty	Describes a general level of academic attainment that is significantly below that of other children of the same age. There may be difficulty acquiring basic literacy and numeracy skills, speech and language difficulties and poorly developed personal and social skills.

SEND Glossary of terms

APPENDIX 5

	Monitoring	Systematic checking of progress against targets and the gathering of information to work out how effective learning strategies and interventions have been.
	Multi-agency working	Practitioners from different sectors and professions working together to provide joined-up support for children, young people and families.
	Multi-sensory impairment (MSI)	Pupils with multi-sensory impairment have a combination of visual and hearing difficulties. They are sometimes referred to as deafblind but may have some residual sight and/or hearing.
NC	National Curriculum	<p>The national curriculum is a set of subjects and standards used by <u>primary and secondary schools</u> so children learn the same things. It covers what subjects are taught and the standards children should reach in each subject.</p> <p>Other <u>types of school</u> like <u>academies</u> and <u>private schools</u> do not have to follow the national curriculum. Academies must teach a broad and balanced curriculum including English, maths and science. They must also teach religious education.</p>
	Nurture Groups	These are small groups that support children's emotional development, helping them grow in confidence in order that they may begin to learn successfully.
OFSTED	Office for Standards in Education, Children's Services and Skills	<p>OFSTED is a non-ministerial department of the UK government and reports to Parliament. OFSTED is independent and impartial.</p> <p>OFSTED rank schools based on information gathered in inspections which they undertake. <u>OFSTED ratings</u> indicate the quality of an institution following an inspection (outstanding, good, requires improvement, inadequate).</p>
OT	Occupational Therapist	An occupational therapist provides assessment, direct therapy and an advisory service to children. They work in partnership with the child, family, their teachers and other relevant school professionals, providing assessments and interventions. This

SEND Glossary of terms

APPENDIX 5

		therapy focuses on enhancing a child's ability to perform everyday activities and to participate in different environments. It also results in increased functional skills which will improve quality of life, independence, self-esteem, learning and achievement for the child and their family.
QFT	Quality First Teaching	The class teacher providing excellent support to all learners to ensure they are all making progress.
PSP	Pastoral Support Programme	A Pastoral Support Plan helps a child to improve their social, emotional and behavioural skills. The PSP will identify precise and specific targets for the child to work towards and should include the child and parents in the drafting process.
PD	Physical disability	Disabilities that limit mobility. Among the causes are congenital conditions, accidents or injury. Some pupils with PD may also have sensory impairments and/or learning difficulties.
	Provision map	A provision map is a way of documenting the range of support available to pupils with SEN within a school.
PMLD	Profound and Multiple Learning Difficulties	Pupils with PMLD have very complex learning needs. Among pupils with PMLD are those learning at the earliest levels of development and who have physical disabilities, sensory impairment or a severe medical condition. Pupils with PMLD need a high level of adult support both for their learning needs and for their personal care.
PP	Pupil Premium	Additional funding for schools to spend in order to raise the achievement of disadvantaged pupils. The Pupil Premium for each school is calculated according to the number of pupils eligible for free school meals.

SEND Glossary of terms

APPENDIX 5

QFT	Quality First Teaching	The range of effective teaching strategies and techniques used by a teacher for all pupils in the mainstream classroom that ensure pupils' progression in learning.
SALT	Speech & Language Therapy	Speech and language therapy provides treatment, support and care for children who have difficulties with communication, or with eating, drinking and swallowing.
SLD	Severe Learning Difficulty	Pupils with SLD have significant intellectual or cognitive impairments. This will have an impact on their ability to participate in the school curriculum without support.
SEMH	Social, mental and emotional health	Social, mental and emotional difficulties, usually resulting in behaviour difficulties, that present a barrier to learning and participation.
	SEN Support	Educational or training provision that is additional to or different from that made generally for others of the same age. This means provision that goes beyond the differentiated approaches and learning arrangements normally provided as part of high quality, personalised teaching. It may take the form of additional support from within the school or require the involvement of specialist staff or support services.
SEND	Special Educational Needs & Disability	<p>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 them. A child of compulsory school age or a young person has a learning difficulty or disability if they: -</p> <ul style="list-style-type: none"> (a) have a significantly greater difficulty in learning than the majority of others of the same age; or (b) (b) have a disability which prevents or hinders them from making use of educational facilities of a kind generally provided for others of the same age in mainstream schools or mainstream post-16 institutions. <p>A child under compulsory school age has special educational needs if they fall within the definition at (a) or (b) above or would so do if special educational provision was not made for them).</p>

SEND Glossary of terms

APPENDIX 5

SENCO	Special Educational Needs Co-ordinator	The SENCO is the person responsible for co-ordinating the provision for all children with special educational needs within a school. It is a statutory requirement that every school must have a SENCO.
	TA – Teacher Agreement	An agreed list of strategies and ways of working for all staff to support particular individuals or groups of children which is implemented and reviewed regularly.
	TA non-negotiables / protocol	A description of best practice to be followed by teaching assistants to ensure children receive high quality support and make the best possible progress.
TA	Teaching Assistant	A teaching assistant is an additional adult who supports learning in the mainstream classroom or by working with individuals/small groups.
	Tiger Teams	Tiger Teams are small groups that help children with their “motor skills”. Motor Skills refers to the way in which children control the smaller muscles of the body for writing, playing an instrument, artistic expression, and craft work.
SpLD	Specific Learning Difficulty	A specific learning difficulty is a difference or difficulty with some particular aspects of learning. The most common SpLDs are Dyslexia, Dyspraxia, Attention Deficit Disorder / Attention Deficit (Hyperactivity) Disorder (ADHD) , Dyscalculia and Dysgraphia.
	Specialist Services	Services provided by the local authority or health service to provide specialised services for children with acute or high level needs.
SLCN	Speech, Language and Communication Needs	A wide range of difficulties related to all aspects of communication in children and young people. These can include difficulties with speech, understanding what others say, and using language socially.

SEND Glossary of terms

APPENDIX 5

SALT	Speech and language therapy	A health care provision, the aim of which is to enable children with speech, language and communication difficulties to reach their maximum communication potential.
	Statutory assessment	The assessments required before an Education, Health and Care Plan or a Statement of Special Educational Need can be agreed or produced.
	Transition plan	A plan setting out the steps needed to move from one school to another or from school to adult life.
VI	Visual Impairment	Pupils with a visual impairment or vision loss, ranges from mild, moderate, severe to blindness.