



**KILMORIE**  
PRIMARY SCHOOL



# SEND POLICY

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This policy was agreed by the Full Governing Body on: January 2026 (and supersedes all previous policies relating to this area)	
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## **Vision**

At Kilmorie we believe that all children are entitled to an exciting and stimulating curriculum, which is resourced and differentiated according to need. The school, in partnership with parents, carers and outside agencies, work together to ensure pupils achieve their potential and have experiences that allow them to collaborate, communicate and create. Our staff are committed to inclusive education and their professional development includes supporting children with special educational needs. Our school provides a safe environment for children of all needs, including behavioural, emotional, learning and physical.

## **Aims and objectives**

Our SEND policy and information report aims to:

- Set out how our school will support and make provision for pupils with SEND
- Ensure all children have access to a stimulating curriculum which extends thinking and ensures high standards of achievement
- Ensure equality of opportunity for, and to eliminate prejudice and discrimination against, children with additional needs
- Ensure the legislation and guidance set out in the SEND Code of Practice 2014 (arising from the Children and Families Act 2014) are implemented effectively across the school
- Ensure that there is effective communication between school and home in order that children who require additional support make the best progress
- Describe current needs, provision and practice
- Describe training and continual development of staff

## **Definitions**

Children and young people with SEND all have learning difficulties or disabilities that make it harder for them to learn than most children and young people of the same age. These children and young people may need extra or different help from that given to others.

The SEND Code of Practice states that:

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.

The SEND Code of Practice lists the four areas of SEND as: Communication and Interaction, Cognition and Learning, Social, Emotional and Mental Health difficulties and Sensory and/or Physical needs.

Special educational provision is educational or training provision that is additional to, or different from, that made generally for other children or young people of the same age by mainstream schools.

The Children and Families Act 2014 resulted in a new SEND code of practice. There is a parent/carer guide to this available [HERE](#)

## **Legislation**

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 SEND and disabilities
- The Special Educational Needs and Disability Regulations 2014, which set out schools' responsibilities for education, health and care (EHC) plans, SEND co-ordinators (SENCOs) and the SEN information report

## **SEN Information**

Inclusion Team at Kilmorie:

Dennis Irwin is the Inclusion Manager( Headteacher) and holds the National Award for Special Education Needs Co-ordination (NASENCo award).

Ashleigh Blackwell is the SENDCo. The SENDCo is a member of the Senior Leadership Team (SLT)

Nicola Cann (Pastoral Care and Family Support Manager)

Shivani Frith (SEND HLTA)

Tery Beaumont (SEND TLSA)

All of these members of staff can be contacted through the school (telephone: 020 8291 1250 email: [info@kilmorie.lewisham.sch.uk](mailto:info@kilmorie.lewisham.sch.uk) or [send@kilmorie.lewisham.sch.uk](mailto:send@kilmorie.lewisham.sch.uk) ). Our school currently provides additional and/or different provision for a range of needs, including:

- Communication and Interaction, for example, Autistic Spectrum Condition, Speech and Language difficulties
- Cognition and learning, for example, Dyslexia, Dyspraxia, processing difficulties
- Social, Emotional and Mental Health difficulties, for example, Attention Deficit Hyperactivity Disorder (ADHD)
- Sensory and/or Physical needs, for example, Cerebral Palsy, visual impairments, hearing impairments, Autistic Spectrum Condition.

## **Identifying pupils with SEND and assessing their needs**

From time to time, many children need additional input beyond the universal offer made through Quality First teaching, to help them understand a concept or make progress in a particular area. This does not automatically mean they have SEND. Class teachers identify when additional support is necessary through assessment for learning (AfL) and address individual children's needs in their planning.

Slow progress and low attainment will not automatically mean a pupil is recorded as having SEND. However, if a child's attainment and/or progress continue to be low despite high quality teaching targeted at areas of weakness, the class teacher will complete an Initial Concern form,

the details of which will be addressed by the SENDCo. The class teacher and/or the SENDCo will meet with the parents to discuss any concerns and to agree outcomes sought for the child. Often at this point, further assessment will be discussed in order to identify any underlying need the child might have that is affecting their progress.

## **Consulting and involving pupils and parents**

For some children, SEND can be identified at an early age. However, for other children and young people difficulties become evident only as they develop.

Where progress is, continues to be, or becomes less than expected, parents will be informed by the class teacher at parents' evening or as necessary. After further investigation, and if a child has been identified as having a particular learning need, the SENDCO will have a discussion with the parents identifying whether they need special education provision. Through discussion with all adults involved:

- Everyone contributes to develop a good understanding of the pupil's areas of strength and difficulty
- We listen to the parents' concerns
- We listen to the thoughts and views of the pupils, if appropriate, and they contribute to their review and target setting
- Everyone understands the agreed outcomes sought for the child
- Everyone is clear on how these will be achieved.
- If a child is to be put on the SEND register the parents will be informed and confirm their agreement

## **Our Approach to Teaching Pupils with SEND**

Teachers are responsible and accountable for the progress and development of all the pupils in their class. High quality teaching is our first step in responding to pupils who have SEND. The SEND Code of Practice states that *'High quality teaching, differentiated for individual pupils, is the first step in responding to pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of good quality teaching'*

When children are identified as having difficulties in a particular area of their learning, they may be supported through additional interventions in either a small group or very occasionally 1:1.

The intervention is identified either by the class teacher or from advice given by external specialists. The class teacher uses provision mapping to track interventions and their impact.

*Examples of interventions we use:*

- Daily reading
- Pre-teaching
- Additional phonics support
- Additional maths support
- Speed reading
- Handwriting and grammar groups
- Fine motor skill activities
- Speech and language intervention (targets set by therapist)
- Social communication group
- Executive functioning support, such as mind mapping
- Dyslexia specific strategies for reading, spelling and processing

Interventions are delivered by a range of staff including: the class teacher, teaching assistants (TA); the pastoral support & learning mentors, and some can also be carried out at home. In some cases external professionals (e.g. speech therapy) are also involved in delivering interventions.

Where we feel that specialist advice is necessary in order to assess, diagnose and/or support a child's needs there are several external agencies we can refer to:

- Educational Psychologist (commissioned from local authority)
- Speech and Language Therapist (referred to NHS team)
- Drumbeat Communication Outreach Team (commissioned from local authority)
- Referral to Lewisham Outreach Inclusion Team (commissioned from local authority)
- Referral to Children and Adult Mental Health Service (NHS CAMHS)
- Referral to physiotherapist, occupational therapist or paediatrician (assessment by these professionals will often take place at Kaleidoscope <http://www.childrenfirstlewisham.org.uk/kaleidoscope> )

External referral to agencies is discussed with, and must be agreed by, parents/carers. Agencies require signed permission by the parent/in-loco parentis in order to assess/work with the child. When an external professional carries out an assessment, wherever possible the parent, SENDCO and professional will meet remotely or in person on day of the assessment in order to share information about the young person. The professional will then write a report and copies will be given to the school and the parents. The report will be used to inform the class teacher's planning and any additional interventions. Specific targets from any reports will be reviewed at least termly or as needed by the SENDCO and class teacher.

## **Training**

Kilmorie looks to develop staff understanding of SEND through regular training. This training can take the form of whole staff INSET, sessions for teachers during directed time, regular Teaching Assistant training or bespoke training for individual members of staff for specific pupil needs. The school regularly uses local support, including the Inclusion Outreach service, Local Authority advisers, Drumbeat Outreach and our Education Psychologist for training purposes.

## **Education, Health and Care Needs Assessment (EHCNA)**

Where, despite the school having taken relevant and purposeful action to identify, assess and meet the SEND of the child or young person, the child or young person has not made expected progress, the school should, in discussion with parents, consider requesting an Education, Health and Care Needs Assessment (EHCNA). To inform its decision the local authority will expect to see evidence of the action already taken by the school as part of SEND support.

If the decision is made by the school, or parents, to proceed with a request for an EHCNA the school and/or parents will gather as much information as possible in order to submit the request. The child will also, with the help of their parent/carer or a school adult, share their view. The SENDCO will complete the paperwork necessary for submission and will share this with the parent/carer prior to sending to the LA. Should the LA decide to go ahead with the assessment they must consult the child and the child's parent/carer throughout the process. The procedure for requesting an EHCNA is laid out in Chapter 9, Education and Health and Care needs

assessments and plans of the SEND Code of Practice 2014. Once the assessment has been carried out the Local Authority will decide to issue (or not) an EHCP. The Local Authority will issue a draft EHCP which both parents and school will review and amend if necessary before the final version is issued. The school and local authority have a statutory to follow the plan.

Children with EHCPs may receive additional support from allocated adults for part or all of the day, depending on need. If, very occasionally, a child needs extensive 1:1 support, it is our policy for them to be supported by different adults in the morning and afternoon sessions so as not to become too dependent on particular adults. Research shows that this builds independence, resilience and social skills.

The class teacher remains responsible for planning for and monitoring the child's learning and progress, using their individual learning plan to adapt teaching to meet their needs effectively.

## **Reviewing Children's Progress**

Class teachers continuously review children's progress. The impact of interventions and support is reviewed at regular intervals by the teacher (between 6 and 10 weeks depending on the nature of the intervention) and recorded on an intervention record sheet, a target sheet or within books. Progress of all children is discussed with senior leadership and relevant staff at termly pupil progress meetings.

Class teachers, with the SENDCO or SEN HLTA where appropriate, discuss the impact of interventions and support with parents and carers at termly parents' meetings and plan next steps for the child.

Review meetings may also be held at other times as needed, for example to discuss a child's progress with the SENDCO or with an outside agency. When there are a number of professionals involved these meetings are sometimes called 'Team Around the Child' (TAC). Where a child has an Education Health Care plan (EHCP) there will be an Annual Review to which everyone involved with the child's education and health (where relevant) is invited to contribute. It may be necessary to call an Emergency Review if the needs of the child escalate suddenly.

The SENDCO is responsible for monitoring targets and learning plans, ensuring that there is an overview of the programmes and interventions used with different groups of pupils and that these are having an impact.

## **Adaptations to the curriculum and learning environment**

- We make the following adaptations to ensure all pupils' needs are met: An SEND learning hub for identified children in yr1 and 2 with some exceptional use by children in KS2 or Early Phase
- 'Scaffolding' learning to ensure all pupils are able to access it
- Adapting and differentiating resources
- Using recommended aids, such as laptops/iPads, coloured overlays, visual timetables, and so forth

As well as the resources required to implement the strategies and interventions outlined in the policy, we are always seeking out the best resources to suit each child's individual needs. For example: IT educational programs such as touch typing, writing slopes for children with poor fine motor skills, visual resources for children with communication needs, PE equipment to suit children with poor motor skills, an iPad that mirrors the interactive white board for a child with visual impairment).

If children are not toilet trained or require changing from time to time we have clear guidelines for changing a child (please refer to our Intimate Care and Changing Policy). Parents/carers whose children require changing have a copy of this.

## **The management of additional support**

Kilmore has a team of TAs, a Pastoral Support/Learning Mentor (Nicola Cann), an SEN HLTA, a dedicated SEN TA, and a SENDCo (Ashleigh Blackwell), who all provide additional support to help raise the achievement of identified children.

All year groups have at least one TA attached to them. Teachers are responsible for ensuring that the TAs are provided with appropriately differentiated planning and, if they are responsible for managing an intervention that they have sufficient information and time. TAs are responsible for ensuring they know children's strengths and areas of need and that if they are working regularly with named children that they endeavour to foster independent learning. TAs record children's progress on an intervention impact record which is then discussed with the year group teachers.

The SENDCo works with adults who support children who have EHCPs and with others where appropriate and meets with teachers to review individual learning plans for these children. The SENDCo also manages some of the intervention strategies, supports the SEN HLTA and SEN TA in their implementation of support and provides training.

## **Support for improving emotional and social development**

We provide support for pupils to improve their emotional and social development in the following ways:

- The school has a Pastoral and Family Support Manager who provides support to all children
- Children with Social Communication difficulties participate in group activities such as Lego Therapy and the Drumbeat Emotions Toolkit, to develop specific skills
- Pupils with SEND are encouraged to be part of school council
- We have a PHSE curriculum that aims to provide pupils with the knowledge, understanding and skills they need to enhance their emotional and social knowledge and well-being
- Bespoke plans, which include regular meetings with parents and professionals (where appropriate), to support children with particular emotional needs
- Referral to outreach support where necessary and with parental permission

## **Extra-curricular activities and school trips**

All our extra-curricular activities, school visits and off-site activities (e.g. forest school, sports day) are available to all our pupils. All pupils are encouraged to go on our residential trips. Risk assessments are carried out for individuals where necessary and reasonable adjustments made where appropriate.

Only if there is a health and safety risk either to the individual child or group of children will a child be unable to take part in an off-site activity.

Pupils with SEND, along with pupils eligible for Pupil Premium, are offered an early booking window to book enrichment clubs before the rest of the school.

## **Transition times**

Transition times, such as starting a new school or class, can be difficult for vulnerable children, for example those with ASD or communication difficulties, complex SEND, and 'looked after' children.

There are a number of ways the school aims to minimise anxiety for children:

- First day back after holidays planned as a transition day, if deemed necessary for that child
- Before going into a new year group in the school all children have a 'meet the teacher' session at the end of the school year, where, as a class they go to their new class and spend some time with their next teacher.
- Most children on the SEND register have a 'pen portrait', which sets out their strengths and needs for any adults that work with them. These are available to supply, WRAP and peripatetic staff on a 'need to know' basis.
- Vulnerable children will have the opportunity to meet their new teacher and support staff before the end of the school year. They will also be given something to go home with such as a picture of the new staff so they can be reminded of the changes during the school holidays
- Staff (generally support staff) will spend time preparing vulnerable children for the transition change. For those children who are ASD they will prepare social stories to help with this preparation. For children with emotional/behavioural needs the learning mentor may spend time discussing the change with them and preparing them.
- Where health professionals are regularly involved with a child there will be a review meeting either at the end of the school year or the start of the new year to exchange information and ensure a smooth transition.
- When a vulnerable child is moving to secondary school preparation begins in the final half term. The learning mentor will run a transition group, if necessary, to discuss what secondary school is going to be like and any worries children might have.
- A member of the inclusion team attends the secondary transition day organised by the local authority to share information about children moving into Year 7.
- If a child has an EHC plan, transition planning to secondary school begins in Year 5. There is a Transfer Review meeting which replaces the Annual Review and is held to discuss preferred schools. In the summer term the parents/carers together with the child, need to make a decision which school they wish to name to the Local Authority.
- Individual arrangements can be made for phased entry into Reception classes for those children who might find transition difficult.

## **Moving and Handling**

A small number of children with disabilities need help moving from activity to activity. The staff that work with them have specific training, usually provided by an occupational therapist or physiotherapist. Our building is fully accessible apart from our art room which is on the top floor and to which there is no lift

Further information about support for children and young people with special educational needs and/or disabilities in Lewisham can be in the Lewisham Local Offer <http://www.lewishamlocaloffer.org.uk/#/>

Lewisham Special Educational Needs and Disabilities Information Advice and Support Service or SENDIASS is a free, confidential and impartial service for parents and carers, children and young people (up to 25 years).  
<https://www.kids.org.uk/lewisham-sendiass>

## **Admissions Arrangements for SEND Pupils**

Most children and young people with special educational needs can get the support they need in mainstream schools. However, some children need extra support through an education, health and care plan (EHCP).

There is a separate application process for children with an EHCP. For more information visit <http://www.lewisham.gov.uk/special-educational-needs/admissions> . Alternatively contact the Children with Complex Needs Service on 020 9049 1475 or via email to [sen@lewisham.gov.uk](mailto:sen@lewisham.gov.uk)

## **Complaints about SEND provision**

Whilst all staff are committed to providing a high-quality service there may be a time when a parent wishes to raise a concern or complaint. The procedure for this is clearly laid out in the school complaints procedure, available on the school website <https://www.kilmorieschool.co.uk>

The parents 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 children. They can make a claim about alleged discrimination regarding:

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

## **Storing and managing information**

Pupil records and SEND information may be shared with staff working closely with pupils with SEND to enable them to better meet the individual child's needs. We are grateful to parents for their information sharing and openness and respect their confidentiality. Pupils' SEND files are kept within a secure online system a locked filing cabinet. Individual SEND files are transferred to receiving schools when pupils leave Kilmorie.

Other policies to refer to:

- Mid Term Admissions Policy
- Accessibility Plan
- Attendance and Lateness policy
- Anti-Bullying Policy
- Behaviour Policy
- Managing Medical Conditions in School Policy

The local authority's local offer can be found at: [Lewisham Council - Lewisham SEND Local Offer](#) where you can also sign up to receive up to date news and information.

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