



# THE HERMITAGE and THE OAKTREE SCHOOLS

## Inclusion Policy

Persons Responsible: Inclusion Leaders and Orchard Centre Manager  
Date adopted: Autumn 2022  
Date of last review: Autumn 2023  
Date of next review: Autumn 2024

### Rationale and Vision

At The Oaktree and The Hermitage School, we aim to motivate and inspire the children. We want the children to be confident and independent individuals, building on their strengths and talents, equipped with the skills to live fulfilling lives. We strongly believe that every child has the right to be included and educated alongside their peers, and we respect the unique contribution that every pupil can make to the community.

We are fully committed to ensuring that the needs of all children are met within an environment which embraces the highest possible academic aspirations, whilst accepting individual differences in ability, aptitude and level of skill. We are passionate in striving to ensure that every child at The Oaktree and The Hermitage School is valued and their achievements celebrated.

We value the social and emotional well-being and positive mental health of the pupils in our care and education. This is reflected in our school development plan, our curriculum, our way of teaching and the support with provide for individual pupils whom require additional intervention or strategies.

Where necessary, we provide appropriate intervention and support to ensure that all of our children achieve their own personal next step.

At our schools, every teacher is a teacher of every child, including those with Special Educational Needs and Disability.

### Definition of SEN

We use the definition for SEN and for disability from the SEND Code of Practice (2015). This states that:

*'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.'*

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.'

For children aged two or more, special education 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.

Many children and young people with a SEND, may have a disability under the Equality Act 2010 –that is ‘...a physical or mental impairment which has a long-term and substantial adverse effect on their ability to carry out normal day-to-day activities’.

## **Key Roles and Responsibilities**

### **Inclusion Leaders & Special Education Needs Co-ordinators (SENDCo)**

At The Oaktree and The Hermitage Schools, we believe every member of staff have a role to play in delivering SEND provision. Within this team, the Headteacher, Inclusion Leaders, Orchard Centre Manager and other members of the Senior Leadership Team (SLT) work collaboratively to ensure this provision is delivered across the school.

The Inclusion Leaders have day-to-day responsibility for SEND across the school and the Orchard Centre Manager has day-to-day responsibility for The Orchard Centre (LAN), coordinating arrangements with class teachers, year group leaders and outside agencies regarding children with additional needs. The Inclusion Leaders, Orchard Centre Manager and Headteacher are responsible for this Special Educational Needs and Inclusion policy and the co-ordination of specific provision in place to support children on the SEND Register, including those children with an Education Health and Care Plan (EHCP).

## **Staff Details**

- **The Oaktree School Inclusion Leader and SENDCo - Responsibility for managing the day to day coordination of the SEND and vulnerable groups provision across the school and ensuring best provision is achieved.**

**Name:** Miss Rachel Harrison

**Contact:** [senco@oaktree.surrey.sch.uk](mailto:senco@oaktree.surrey.sch.uk)

- **The Hermitage School Inclusion Leader and SENDCo- Responsibility for managing the day to day coordination of the SEND and vulnerable groups provision across the school and ensuring best provision is achieved.**

**Name:** Mrs Claire Preece

**Contact:** [inclusion@hermitage.surrey.sch.uk](mailto:inclusion@hermitage.surrey.sch.uk)

- **The Orchard Centre Manager - Responsibility for managing the day to day coordination of the SEND provision in the Orchard Centre and ensuring best provision is achieved.**

**Name:** Miss Bethany Foster

**Contact:** [orchard@hermitage.surrey.sch.uk](mailto:orchard@hermitage.surrey.sch.uk)

- **SEND Local Governing Committee member**

**Name:** Mary Martin

**Contact:** [govenors@hermitage.surrey.sch.uk](mailto:govenors@hermitage.surrey.sch.uk)

- **The Oaktree School Behaviour and Safety Leader / DSL with responsibility for Safeguarding**

**Name:** Mrs Juliet Larsen

**Contact:** [deputyhead@oaktree.surrey.sch.uk](mailto:deputyhead@oaktree.surrey.sch.uk)

- **The Hermitage School Behaviour and Safety Leader / DSL with responsibility for Safeguarding**

**Name:** Mrs Gilly Condon

**Contact:** [deputy@hermitage.surrey.sch.uk](mailto:deputy@hermitage.surrey.sch.uk)

- **Designated Safeguard Leads**  
**Lead DSLs:** Hermitage - Mrs Gilly Condon    **Oaktree** - Mrs Juliet Larsen  
**Deputy DSLs:** Hermitage- Mrs Clare Spires, Mrs Sue Boulcott and Mr Stephen Greenwood.  
**Oaktree** – Mrs Claire Spires, Miss Rachel Harrison, Mrs Jackie Jones
  
- **The Oaktree School Medical Leader with responsibility for meeting the children’s medical needs**  
**Name:** Miss Rachel Harrison  
**Contact:** [senco@oaktree.surrey.sch.uk](mailto:senco@oaktree.surrey.sch.uk)
  
- **The Hermitage School Medical Leader with responsibility for meeting the children’s medical needs**  
**Name:** Mrs Claire Preece  
**Contact:** [Inclusion@hermitage.surrey.sch.uk](mailto:Inclusion@hermitage.surrey.sch.uk)

### **How was this policy created?**

This policy has been created by the Inclusion Leaders, in partnership with Senior Leaders, Teachers, Support staff, The Local Governing Committee and has considered feedback from Parents. This policy reflects statutory guidance set out in the Special Educational Needs and Disability Code of Practice 0-25 years (July 2014). As well as the most recent Surrey Guidance available from The Surrey Local Offer.

### **How can parents access this policy?**

You can access this policy in a number of ways:

- The Oaktree School website
- The Hermitage School website
- By requesting a hard copy from the school office.

Please let us know if you need a copy of this policy to be made available in a different format, e.g. enlarged print.

### **Context**

This policy complies with statutory requirements laid out in the SEND Code of Practice 0 –25 (July 2014) and has been written with reference to the following related guidance and documents:

- The Equality Act 2010 and Schools May 2014  
<https://www.gov.uk/government/publications/equality-act-2010-advice-for-schools>
- Children’s and Families Act 2014  
<http://www.legislation.gov.uk/ukpga/2014/6/contents/enacted>
- Surrey’s Local Offer  
<https://www.surreylocaloffer.org.uk/kb5/surrey/localoffer/home.page>
- Statutory Guidance on Supporting Children at school with Medical Conditions December 2015  
[https://www.gov.uk/government/uploads/system/uploads/attachment\\_data/file/306952/Statutory\\_guidance\\_on\\_supporting\\_children\\_at\\_school\\_with\\_medical\\_conditions.pdf](https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/306952/Statutory_guidance_on_supporting_children_at_school_with_medical_conditions.pdf)
- The National Curriculum in England Key Stage 1 and 2 framework document September 2013 (Inclusion section)  
[https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment\\_data/file/425601/PRIMARY\\_national\\_curriculum.pdf](https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/425601/PRIMARY_national_curriculum.pdf)
- Teacher’s Standards 2014  
<https://www.gov.uk/government/publications/teachers-standards>

## Aims

At The Oaktree & The Hermitage Schools, all children, regardless of their particular needs, are provided with teaching that enables them to:

- Make the best possible progress;
- Become confident individuals living fulfilling lives;
- Make a successful transition on to the next phase of their educational journey.
- 

We aspire to ensure that all children with SEND will meet or exceed the high expectations set for them based on their age and starting points.

We will use our best endeavours to ensure that a child with SEND:

- Gets the support they need;
- Are able to engage in activities taking place in school alongside their peers.
- Are set ambitious, educational and wider outcomes, which they, their parents and relevant outside practitioners/professionals have worked together with the school to agree.

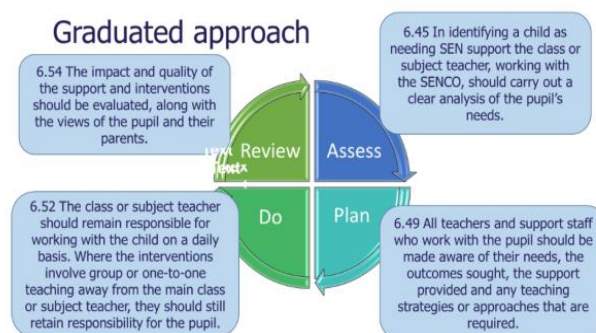
## How do we meet the Statutory Requirements for SEND?

- We follow and adhere to The SEND Code of Practice (2015)
- We adhere to the Surrey Local Offer and access the wide range of resources and documentation.
- We follow The Graduated Response and The SEND Profiles of Need.
- We ensure a systematic approach to identify needs, using the: assess, plan, do and review model.

The SEND Code of Practice 2015 outlines Class Teacher responsibilities and focuses on the importance of quality first teaching in order to support all pupils. At The Oaktree and The Hermitage Schools, we believe this is our starting point in order to meet the needs of all our pupils. This includes ensuring:

- Teachers are responsible and accountable for the progress and development of all the pupils in their class, including where pupils access support from Support Staff and/or specialist staff.
- Lessons are planned to address potential areas of difficulty and to remove barriers to pupil achievement.
- The first response should be quality first teaching and universal approaches, which are differentiated for individual pupils who have or may have SEND. Additional intervention and support cannot compensate for a lack of high-quality teaching.

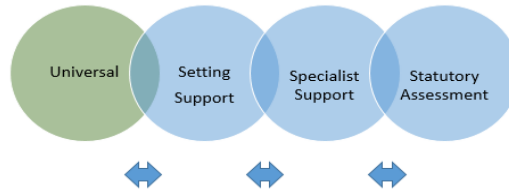
In addition to The SEND Code of Practice, we follow The Graduated Response and use The Profile of Need. The Graduated Response is the cycle of support put in place for children with identified special educational needs. This cycle is embedded with an aim to remove barriers for children. The SEND Profiles of Need is an assessment toolkit to support teachers to identify children's needs/ next steps.



The Graduated Response covers 4 main areas of need:

- Cognition and Learning
- Communication and Interaction
- Social, Emotional and Mental Health
- Sensory and Physical

There are 4 stages of support for each of these areas; Universal, setting (school) SEND Support, Specialist SEND Support and Statutory Support, where applying for an EHCP takes place.



The table below outlines the main provision we provide at each stage of The Graduated Response, in conjunction with the four stages of support.

Universal	School SEND Support	Specialist SEND Support	Statutory Assessment
Support for all	<p>Hold a meeting with the parent to express your on-going concerns and agree next steps/ actions.</p> <p>SENCo and class staff to hold a TAC meeting in order to ensure best practice for pupil.</p>	<p>Assess and analyse the impact of the agreed actions.</p>	<p><b>SENDCo</b> completes the request for statutory assessment (EHCP) process.</p>
	<p>Parents to complete section 3 of the <b>SEND Support Arrangements Plan</b>.</p> <p>Teacher completes section 4 of the <b>SEND Support Arrangements Plan</b>.</p>	<p>Class teacher reviews progress of child.</p> <p><b>The SEND Support Arrangements plan</b> is to be reviewed <u>at least three</u> times in the year.</p>	
	<p>Set an <b>ISP with SMART targets – section 5 of the SEND Arrangements Plan</b>. In agreement with parents and the SENCo.</p>	<p><b>SENDCo to refer to relevant agencies, external support for additional advice and strategies.</b></p> <p>The referral needs to be evidenced based from the previous stages (School SEND Support and the Universal stage).</p>	

	Records must be kept and analysed to see progress or increased difficulties.	The class teacher/team will be required to complete any questionnaires needed to submit the referral.  Class Teacher/SENCo inform parents and gain consent.	
		<b>SENDCo to identify and implement any staff training</b> that may arise from the increased need of the pupil.	
		<b>SENDCo to refer to relevant agencies, external support for staff training</b> in order to provide the required intervention programme to meet the increasing needs of the pupil.	
		Once the SEND Support Arrangements Plan has been reviewed at least three times and in agreement with external advice/reviews and parents, it may be deemed appropriate to collate evidence to apply for <b>Statutory Assessment.</b>	

### How do we identify a child's needs?

At The Oaktree & The Hermitage Schools we monitor and assess all children to help identify their individual needs. When a child's additional needs are identified, we will put appropriate provision in place to improve the long-term outcomes for that child. This provision includes in school provision (School SEND Support) and if appropriate, external provision from outside agencies (Specialist SEND Support).

Children's progress and level of attainment is assessed and monitored continuously. Termly Pupil Progress Meetings take place where teachers meet with the Inclusion Leaders and other members of the senior leadership team, to discuss the progress of each of the children within their class. This leads to specific actions where necessary. It can also include closer pupil monitoring. Any concerns about a child's academic or social progress between times would be raised with the team leader or Inclusion Leader immediately.

We encourage parents to share any concerns they may have about their children's development or additional needs so we can work in partnership to support pupils appropriately.

## **How do we decide on the most appropriate provision for a child?**

It is the responsibility of the Inclusion Leaders to keep the SEND/Additional Needs Register up-to-date. The SEND/Additional Needs Register is reviewed termly, but children may be added or removed from the Register as and when is required.

When deciding whether to make special educational provision, the class teacher and Inclusion Leader will consider all the information gathered from within the school and from parents about the child's progress; considering their age and starting point in comparison to national data and expectations of progress.

Information gathered will include:

- Accurate assessment methods/ materials
- Pupil outcomes and progress
- Staff professional views and judgements
- Parents views and feedback
- If deemed necessary, specific diagnostic assessment or consultation with external agencies

Where children have a higher level of need, we will work in partnership with external agencies and professionals, and their advice will also contribute to deciding if and what is the most appropriate provision for the child.

At this information gathering stage, the SENDCO/ class teacher will also organise a meeting, known as a TAC (team around child) or TAF (team around family) meeting, with the family in order to:

- Share, as well as understand any concerns the parent might have about the child;
- Share the child's areas of strengths and difficulty in a range of areas;
- Establish agreed desired outcomes sought for the child for now and for the future;
- Agree the child's next steps;
- Agree a clear date for reviewing agreed actions and progress made.

The purpose of this meeting is to work together to decide how we can support the child to achieve identified outcomes and remove any barriers to learning. Minutes from this meeting will be added to the child's record via the schools' online record keeping system (CPOMs).

If it is deemed necessary to place the child on the SEND Register, we view this a positive intervention, which enables us to increase the level of tailored support that a child will receive.

## **What do we do to ensure the needs of every child are met?**

### **1) Quality First Teaching:**

The class teacher is responsible and accountable for the progress and development of all the children in their class. At The Oaktree and The Hermitage School we strive to deliver high quality teaching, which is differentiated for individual children where necessary, to ensure that all children make expected or better progress in every lesson. When planning lessons, the class teacher is expected to ensure differentiated outcomes and good quality personalised teaching for all children, including those identified as having a special education need.

The SLT regularly and carefully review the quality of teaching and learning for all children, including those at risk of under achievement. Where necessary, the SLT support teachers' understanding of high-quality teaching and learning, and work with individuals to embed strategies and support in order to promote good outcomes for vulnerable children, whilst developing staff knowledge.

## 2) **A Graduated Response to SEN**

Underpinning all our provision in school is the **graduated approach** cycle of:

### **Assess**

We regularly assess all children's needs so that every child's progress and development is accurately tracked and compared to that of their peers and national expectations. Assessments will also draw on the views and experiences of the child and their parents/carers as well as, where relevant, other external support services.

The class teacher Inclusion Leaders or SENDCo will always seek parent/carer permission before involving any external support services.

### **Plan**

The teacher and the SEND Team will agree, in consultation with the parent/carer, the adjustments, interventions and/or support to be put in place for the child. As well as the expected impact on progress, development or behaviour, along with a clear date for review. All staff working with the child will be made aware of these targets.

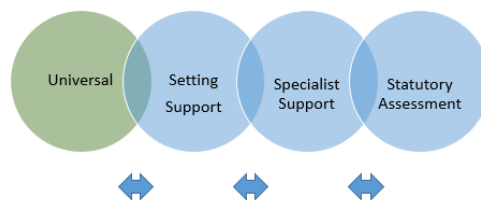
### **Do**

The child's class teacher is responsible for working with the child on a daily basis. He/she will liaise closely with any Support Staff or specialist staff that provide support for the child and will monitor any progress being made. The SEND Team will provide support and guidance for the teacher.

### **Review**

The provision for a child with SEND will be reviewed at least termly by the class teacher, and parent/carer. This will inform the planning of next steps for a further period of time. For children with an Education, Health and Care Plan (EHCP)/Statement the plan will be reviewed at least annually, in liaison with Surrey.

This accompanies the Surrey SEND stages of SEND Needs – Universal, setting (school) Support, Specialist Support and Statutory Assessment.



### **How are parents, families and children involved in this Graduated Approach?**

We believe that successfully supporting children with SEND requires a partnership approach between home and school. Parents/carers will be involved in meetings, both formal and informal, with the class teacher and/or Inclusion Leaders/ SENDCo whenever it is deemed necessary, to review progress made by the child and plan for next steps.

### **SEND Provision**

#### **What does support look like?**

SEND support can take many forms. This could include, but is not limited to:

- An individual, personalised or tailored timetable and/ or curriculum
- Additional support help from a teacher or a member of support staff
- Specific resources and/ or equipment
- Reasonable adjustments to the environment/ resources/ expectations
- A teacher/ support staff working with the child in a small group
- Regular intervention
- A member of staff observing the child in the class or at break times and keeping records;
- Staff support, coaching and training.



- Supporting a child with physical or personal care difficulties, such as eating, getting around school safely, toileting or dressing.

### **Recording the needs of and support for children on the SEND Register**

Records of pupil data, attainment and progress are recorded in line with the school's assessment policy. Pupil interventions are recorded on intervention trackers and provision maps. Each class has a class information sheet outlining the specific needs of their class.

All other details regarding a child with special educational needs should be recorded on a SEND Support Arrangements Plan document. (See Appendix 1). It is the responsibility of the class teacher to maintain the SEND Support Arrangements document; this is monitored by the SENDCo.

The SEND Support Arrangements document is used as a working document which is kept electronically and can be accessed by all staff working with the child. Parents/carers are also given regular, updated copies of the SEND Support Arrangements document.

The SEND Support Arrangements document aims to provide a holistic picture of the child, and it is important that it is completed in partnership with the child and parents/carers to ensure that the child's voice and that of their family is heard and represented in the plan. The plan is constructed around child-centred outcomes which should balance what is important to the child and their family with what is important for them. Detailed assessment information is an essential part of understanding what is important for the child. The plan is a dynamic document which will be updated through termly reviews to ensure that it remains relevant.

### **Securing and working with additional specialist services**

Where the school feels that it is appropriate, they will make a written referral to an external support service. Such a referral will always be made with the involvement of the parent/ carer. If the support service feels that the child meets their criteria for support they will organise to see the child for assessment and/ or observation. After this visit takes place, the external agency will feedback to school and parents on their next steps.

### **Monitoring and Evaluation of SEND**

We regularly monitor and evaluate the quality of provision that we offer children and this informs future development improvements. Examples of ways in which we monitor the quality of our SEND provision include:

- SWAN SENDCo network meetings
- School Inclusion Subject Plan
- Monitoring by the SEND LGC member;
- Regular review of SEND at Full Governing Body Meetings;
- Monitoring of data and progress at termly Pupil Progress Meetings;
- Observations of teaching and support staff
- Observations and learning walks with and SEND/ inclusion focus across the school
- Evaluations of class-based interventions
- Monitoring and review of SEND funding by the Head Teacher, Inclusion Leader and Business Manager

### **What happens if the needs of the child cannot be met using the school's resources alone?**

If a child continues to make limited progress or their needs are not fully met, the school or parents can consider requesting an Education, Health and Care Plan (EHCP). When requesting an EHCP, the local authority will expect to see significant evidence that the school have taken relevant and purposeful action to identify, assess and meet the needs of the pupil and despite this, the child has not made an acceptable level of progress. An assessment by the local authority is carried out for an EHCP.

If granted, a draft EHCP, which outlines the support and provision an individual needs, is shared with parents and schools. A statutory period (14 calendar days) is given for this draft to be accepted or declined. Once accepted, the EHCP becomes a final version for schools, parents and external agencies and professionals to adhere to.

### **Supporting a child with medical conditions**

The Hermitage and Oaktree School recognises that children with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. Please refer to our '*Supporting Children with Medical Conditions Policy*' for more information. All children with medical needs will have an individual health care plan (IHCP). Some children with medical conditions may also have special educational needs and may have an Education, Health and Care Plan (EHCP). Where this is the case, the medical and health needs of the individual will be fully considered and integrated in to the EHCP. Some children with medical conditions may be disabled and where this is the case, the school will comply with its duties under the Equality Act 2010.

### **Storing and Managing Information**

In line with the GDPR 2018, every child who has SEND needs will have their records securely managed within the school's data management system, which ensures that confidentiality is maintained whilst equally enabling information to be shared lawfully and appropriately, and to be accessible for those authorised to see it.

All paper records will be stored out of site in cupboards. Electronic SEND records are saved on the school's secure staff server. The school also uses Egress, a secure email service which is password protected. This is used to send and receive confidential data with external professionals.

A parent/carer has the right to see their child's SEND records at any point during their child's time at the school. When a child leaves the school their SEND records will be passed securely to their next educational setting.

### **Comments, Complements and Complaints**

Feedback from parents is always welcome in order to help us to improve our service. If a parent has a concern they wish to discuss, they should contact the class teacher in the first instance. If they wish to discuss a concern further they should contact the Inclusion Leaders, SENDCo or a member of the school's Senior Leadership Team to resolve any concerns quickly. If parents/carers of children with SEND still feel they have concerns they should follow *The SWAN Trust Complaints Procedure* which is available on the school website.

Section 39 (1) of the 1998 School Standards and Framework Act sets out specific instances where the Local Authority, or its Agents, are required to investigate the concern in conjunction with the school. The Local Education Officer Team can be contacted via the Surrey County Council Contact Centre on 03456 009 009. These types of complaint are subject to other statutory procedures that are separate from this general complaints procedure.

If a parent wishes to make a complaint against the school you may wish to contact Partnership with Parents who provide impartial and independent information, advice and support to parents of children with special educational needs (SEN). Call their confidential helpline on 01737 737000, email them at [spp@surreycc.gov.uk](mailto:spp@surreycc.gov.uk) or visit their website [www.pwpsurrey.org](http://www.pwpsurrey.org).

General feedback is welcome at any time. Please speak to the class teacher or a member of the school's Office Team in the first instance.

### **Reviewing the SEND Policy**

In line with all school policies this SEND policy will be kept under regular review. The next review for this policy will be Autumn 2024.

### **Reviewing the school's SEND Information Report:**

The SEND Code of Practice 2014 states that schools must publish information on their website about the implementation of the proprietor's policy for children with SEND as set out in the SEND Regulations 2014. It is the responsibility of the SENDCO to keep the school's SEND Information Report up-to-date. The provision that the school can offer is reviewed annually in consultation with the Head Teacher and Governors and any changes occurring during the year are updated as soon as possible.

## Glossary of SEND Terminology/Acronyms

**ADD** - Attention Deficit Disorder

**ADHD** - Attention Deficit/Hyperactivity Disorder

**AOT** - Autism Outreach Team

**Annual Review** – The statutory review of a child’s Education, Health and Care Plan/Statement. The parent(s)/carer(s), the child/ young person, the school, the LEA and all the professionals have the opportunity to be involved in this review meeting.

**ASD** - Autistic Spectrum Disorder. Children who may find it difficult to understand and use non-verbal and verbal communication.

**Asperger's syndrome/disorder** – An autistic spectrum disorder characterised by significant difficulties in social interaction and non-verbal communication, alongside restricted and repetitive patterns of behaviour and interests.

**BDA** - The British Dyslexic Association

**CF** - Cystic Fibrosis

**CLAPA** - Cleft Lip and Palate Association

**DCD** - Development Co-ordination Difficulty. Also termed Dyspraxia

**Disadvantaged Children** – Children eligible for free school meals

**Dyscalculia** - Children having difficulty in acquiring mathematical skills

**Dyslexia** - Children having a marked and persistent difficulty in learning to read, write and spell, despite progress in other areas.

**Dyspraxia** - Children with impairment of gross and fine motor skills

**EAL** - English as an additional Language

**EHA** – Early Help Assessment

**EHCP** – Education, Health and Care Plan. Legally enforceable document that describes the special educational needs of the child, outcomes for the child and how these needs will be met.

**EHC Assessment** - Multi-disciplinary assessment by the Local Authority of a child’s educational need

**EP** - Educational Psychologist

**EWO** - Educational Welfare Officer

**Graduated Response** – The process of assessing, planning, carrying out and reviewing support and intervention to meet a child’s individual needs.

**GDD** – Global Development Delay

**HI** - Hearing Impaired

**HLTA** - Higher Level Teaching Assistant

**Inclusion** – Providing a flexible curriculum and increased capacity to meet needs of all children

**IHCP** – Individual Health Care Plan

**Integration** - Where a child fits into existing school provision and curriculum

**CLA** – Child Looked After. A child who is in social care.

**LAN**- Learning and Additional Needs

**LEA** - Local Education Authority

**LLS** – Learning and Language Support - Specialist Teaching Service.

**Mindworks** – Formally CAMHS (Child & Adolescent Mental Health Service)

**MD** - Muscular Dystrophy

**MLD** - Moderate Learning Difficulties. Children whose attainments are significantly below expected levels in most areas of the curriculum.

**MSI** - Multi-Sensory Impairment. Children with complex visual and hearing difficulties.

**NASEN** - National Association for Special Educational Needs

**OT** – Occupational Therapy

**P Scales** - Performance descriptors. A common basis for measuring the progress of children working below age-related expectations.

**PD** - Physical Disability

**PDA** – Pathological Demand Avoidance

**PP** – Pupil Premium

**Profile of Need** - An assessment toolkit to support teachers to identify children's needs/ next steps.

**PMLD** - Profound and Multiple Learning Difficulties. Children with complex learning needs and other significant physical difficulties.

**PSSS** – Physical and Sensory Support Service

**RA** – Restorative Approaches

**SALT** - Speech and Language Therapist

**SEMH** – Social, Emotional and Mental Health

**SEN Code of Practice 2014-** Statutory guidance to LEAs and the governing bodies of all maintained schools and academies.

**SEND** - Special Educational Needs and Disability

**SENDCO** - Special Educational Needs Co-ordinator

**SLCN** - Speech, Language and Communication Needs

**SpLD** - Specific Learning Difficulties. A descriptor covering Dyslexia, Dyscalculia and Dyspraxia

**STIP** – Specialist Teacher for Inclusive Practice

**TAC** – Team around Child

**TAF** – Team around Family

**TES** - Traveller Educational Service

**VI** - Visually Impaired

**Working Memory** - Ability to hold information in memory whilst performing a cognitive task. Affects ability to sequence, perform mathematical calculations requiring a series of steps, organisation, ability to follow complex instructions etc.



# SEND Support Arrangements

**Name:**

*To be used in conjunction with the SEND Support Arrangements Guidance for  
Education settings*

**[FIRSTNAME]'s Surrey SEND Support Arrangements  
One Page Profile**

**Photo (Optional)**

**What is important to me.**

- 

**What people like about me  
and what I like about  
myself**

**I like:**

- 

**Other People like:**

- 

**How best to support me.**

- 

<b>Date Completed</b>	
<b>Completed by</b>	
<b>Updated</b>	



## Further Details

Family Name:		First Name:	
Known as:			
Date of birth:		Gender:	
NHS/NI/ICS/other registration numbers:			
Parent/carer names:			
Who has parental responsibility?:			
LAC status:			
Siblings:			
Contact address for child or young person:			
Contact addresses for parent/carers:			
Telephone:		Mobile:	
Email:			
SEND Case Worker Name and Email			
Year group:		Placed out of year:	
Ethnicity:		First language:	
Language used at home:		Religion:	
Main communication method:			
Language interpretation support needed:			
GP Name and contact details:			
Current consultant(s) details:			
Other practitioners who are/have been involved (Name, email, telephone):			
Times that are difficult for me or family to attend appointments:			
Barriers that might make it more difficult for me or family to attend appointments:			
Other relevant plans:			
Other useful information:			

## School Details

School Name:		School Contact Name:	
Address:		Postcode	
Email (if any):			

**SECTION 3 – [FIRSTNAME]’s story**

**Firstname’s story** – play, health, schooling, independence, friends and relationships, further education, future plans.

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**Firstname’s family’s story**

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**More information on how to support Firstname’s and his/her family**

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**Firstname’s aspirations**

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**Firstname’s family’s aspirations for him/her**

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**How Firstname’s and his/her family have taken part in this plan**

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**SECTION 4 - [FIRSTNAME]'s special educational needs and other needs**

**Summary of key strengths and areas of need**

**More detailed information:**

**Communication and Interaction**

**Strengths and achievements:**

- 

**Special Educational Needs:**

- 

**Cognition and Learning:**

**Strengths and achievements:**

- 

**Special Educational Needs:**

- 

**Social, Emotional and Mental Health:**

**Strengths and achievements:**

- 

**Special Educational Needs:**

- 

**Sensory and Physical:**

**Strengths and achievements:**

- 

**Special Educational Needs:**

-

## Summary of other needs

*Prompt questions:*

- 1. Are there any concerns outside of school which impact on your child's learning and well-being and/or make it more difficult for you to help your child e.g. housing, finance, family support networks.*
- 2. Is there anything else you feel it is important for us to know about your child's learning and behaviour at home?*
- 3. Is there any support you feel would help you as a parent/carer in supporting your child/family?*

<b>Early Help Assessment Considered but not necessary</b>	Date of Decision:
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<b>Early Help Assessment Completed</b>	Date of Decision:
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*NB. If the child or young person is 18 or over these questions should be directed to the young person rather than the parent/carer unless the parent/carer advocacy for the young person or the young person has requested input from the parent/carer.*

## SECTION 5 – SEN Support Arrangements Plan

Individual Support Plan		
Pupil Name:		
Date of Birth:		
Agency Involvement:		
ISP Start Date:		
Plan Number:		
Review Date:		
ISP in conjunction with other reports:		
Communication and Interaction: <b>PLAN</b>	SMART actions/strategies <b>DO</b>	Progress <b>Review</b>
SMART Target: Outcome:		What has gone well: Barriers to further Progress:
Cognition and Learning: <b>PLAN</b>	SMART actions/strategies <b>DO</b>	Progress <b>Review</b>
SMART Target: Outcome:		What has gone well: Barriers to further Progress:



<b>Behaviour, Emotional and Social: PLAN</b>	<b>SMART actions/strategies DO</b>	<b>Progress Review</b>
SMART Target: Outcome:		What has gone well: Barriers to further Progress:
<b>Sensory and Physical: PLAN</b>	<b>SMART actions/strategies DO</b>	<b>Progress Review</b>
SMART Target: Outcome:	•	What has gone well: Barriers to further Progress:
<b>Other relevant comments/advice:</b>		
<b>Individual Support Plan Completed by:</b>		
<b>Parent/carer/s:</b>		
<b>Class Teacher:</b>		
<b>SEND Support Assistant/Teaching Assistant:</b>		

**SECTION 6** – [FIRSTNAME]'s Progress Data

Data attached (please state below)

<b>Progress tracker (to include EYFS/National Curriculum levels)</b>	Yes / No
<b>Standardised assessments</b>	Yes / No
<b>Other, please specify:</b>	Yes / No

**SECTION 7** - Resources

	<b>Date</b>	<b>Attached (YES/NO)</b>
<b>Costed provision map 1</b>		Yes / No
<b>Costed provision map 2</b>		Yes / No

OR

	<b>Date</b>	<b>Attached (YES/NO)</b>
<b>Schedule 2 IPA</b>		Yes / No

OR

	<b>Date of receipt</b>	<b>Costed provision map attached (YES/NO)</b>
<b>Early Years Inclusion Grant</b>		Yes / No
<b>Discretionary funding</b>		Yes / No

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**SECTION 8 - Log of external practitioner's involvement**

Team/service and name	Date of involvement	Report in supporting information B (Yes/ no)

**SECTION 9 - Supporting information**

Please enter any supporting information below