

SEND Policy

St. Bernadette's Catholic Primary School



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Our Mission Statement: Growing Together in Faith, Love and Learning

On their journey through our school, children will GROW TOGETHER, supported by a school community, to strengthen their FAITH; LOVE one another and LEARN to achieve excellence in everything they do.

Aims

St. Bernadette's is a Catholic school and we wish to help parents to educate their children to appreciate the awe and majesty of God and His Creation, including respect for themselves and others as they recognise that we are all made in God's image. We value all pupils and celebrate diversity of experience, interest and achievement. All pupils need to experience praise, recognition and success, and pupils with SEND have equal entitlement to this.

This policy outlines the framework for the school to meet its duty, obligation and principal equality values to provide a high-quality education to all of its pupils, including pupils with SEND, and to do everything it can to meet the needs of pupils with SEND.

Through successful implementation of this policy, St. Bernadette's aims to reflect the philosophy and fundamental principles within the SEND Code 2014:

"These principles are designed to support:

- *The participation of children, their parents and young people in decision- making*
- *The early identification of children and young people's needs and early intervention to support them*
- *Greater choice and control for young people and parents over support*
- *Collaboration between education, health and social care services to provide support*
- *High quality provision to meet the needs of children and young people with SEND*
- *A focus on inclusive practice and removing barriers to learning*
- *Successful preparation for adulthood, including independent living and employment."*

(Code of Practice 1.2 2014)

The school aims to:

- nurture the whole child, taking pupil voice into account

- create an inclusive environment that meets the special educational needs of each child, enabling them to make progress to achieve their best
- ensure early identification of needs
- make clear the expectations, roles and responsibilities of all partners
- ensure that parents are able to play their part in supporting their child's education

Additional information about the implementation of this policy can be found on our website in our SEND Information Report. This is part of the Wigan Local Offer for learners with SEND, details of which can be accessed at:

<https://www.wigan.gov.uk/Resident/Education/Special-Educational-Needs-and-Disability/Local-Offer/index.aspx>

Legal Framework

This policy has due regard to all relevant legislation including, but not limited to, the following:

- Children and Families Act 2014
- Health and Social Care Act 2012
- Equality Act 2010
- The Equality Act 2010 (Disability) Regulations 2010
- Education Act 1996
- Education Act 2002
- Mental Capacity Act 2005
- Children Act 1989
- The Special Educational Needs and Disability (Amendment) Regulations 2015
- The Special Educational Needs (Personal Budgets) Regulations 2014
- The Special Educational Needs and Disability (Detained Persons) Regulations 2015
- Local Government Act 1974
- Disabled Persons (Services, Consultation and Representation) Act 1986
- Data Protection Act 2018

- The UK General Data Protection Regulation (GDPR)

This policy has due regard to statutory and non-statutory guidance, including, but not limited to, the following:

- DfE (2015) 'Special educational needs and disability code of practice: 0 to 25 years'
- DfE (2015) 'Supporting pupils at school with medical conditions'
- DfE (2021) 'Keeping children safe in education 2021'
- DfE (2018) 'Working Together to Safeguard Children'
- DfE (2018) 'Mental health and wellbeing provision in schools'
- DfE (2021) 'School Admissions Code'

This policy operates in conjunction with the following school policies:

- Admissions Policy
- Equal Opportunities Policy: Pupils
- Pupil Confidentiality Policy
- Data Protection Policy
- Records Management Policy
- Social, Emotional and Mental Health (SEMH) Policy
- Supporting Pupils with Medical Conditions Policy
- Child Protection and Safeguarding Policy
- Careers Policy
- Exclusion Policy
- Behavioural Policy
- Complaints Procedures Policy
- Accessibility Plan

SEND Definitions

Under the Equality Act 2010, a disability is a physical or mental impairment which has a long-term and substantial adverse effect on a person's ability to carry out normal day-to-day activities. The 2015 SEND Code of Practice states that:

A child of young person has SEN 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 he / she:

(a) has a significantly greater difficulty in learning than the majority of others of the same age; or

(b) has 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.

Though there is a lot of overlap between the groups, children who have special educational needs do not necessarily have a disability and disabled children do not necessarily have special educational needs. Therefore, robust assessment and monitoring cycles are important to ensure that suitable provision is in place for learners. At St. Bernadette's, the provision we provide for children with SEN is guided by the principle laid out in the SEN Code:

- Special educational provision is 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** (1.8 Definitions of special educational needs (SEN))

Areas of special educational need

At St. Bernadette's, we make provision for pupils with the following four areas of need, as outlined in the 2015 SEND Code of Practice.

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

St. Bernadette's recognises that pupils who have sensory or physical impairments may require specialist support or equipment to access their learning, regardless of whether or not their impairment falls under the SEND definition, and the SENCO will ensure that their support needs are being met. Needs are identified in order to ascertain what action the school needs to take, not to fit children into a category. Children may have needs in more than one area.

Identifying SEND

We recognise that early identification and effective provision of SEND improves long-term outcomes for pupils.

The following factors could be considered in the identification process:

- Discussion with parents, who are encouraged to raise initial concerns with the Class Teacher who will then coordinate as appropriate with the SENDCo
- Concerns raised by Teaching and classroom staff with the SENDCo or during Pupil Progress meetings
- Observations
- Data analysis including progress

Consultation with other agencies including reports from health or TESS

Discussion with previous school

At St Bernadette's we also identify the needs of pupils by considering the needs of the whole child which will include not just the special educational needs of the child or young person.

We also consider other factors that may impact on progress and attainment that are not considered SEND and these may include:

- Child Protection / Early Help
- Attendance and Punctuality
- Health and Welfare
- EAL
- Being in receipt of Pupil Premium
- Being a Looked After Child
- Being a child of serviceman/woman

We also recognise that any concerns relating to child or young person's behaviour should be described as an underlying response to a need which we as a provider will recognise and identify and not categorise as a SEND need itself.

Graduated Approach

St Bernadette's adopts an Ordinarily Available Inclusive Practice approach. Staff deploy practices and adaptations that are part and parcel of quality first teaching. This range of activities, opportunities and strategies are considered basic good practice aiming to meet a range of additional needs without the need for a formal diagnosis, specialist support or SEN Support, with the belief that the vast majority of children will have their needs met by universal and mainstream services through an ethos of best practice and reasonable adjustments (Equality Act, 2010) (Teacher Standards, 2012 Section 5 and Early Careers Framework, 2019 Section 5).

Through our Pupil Progress cycle, with the support of the SLT, classroom teachers conduct regular progress assessments for all pupils, and identify pupils who are making less than expected progress, despite access to Ordinarily Available Inclusive Practice. 'Less than expected progress' will be characterised using the following stipulations:

- Progress is significantly slower than the class average, from the same baseline
- Progress does not match or better the pupil's previous rate of progress
- Progress fails to close the attainment gap within the class
- The attainment gap is widened by the plateauing of progress

Appropriate early interventions are employed through a **Graduated Approach of 'Assess, Plan, Do, Review'** to meet the pupil's needs by:

- **Establishing a clear assessment** of the pupil's needs.
- **Planning** the interventions and support to be put in place, as well as the expected impact on progress, development and behaviour, along with a clear date for review, which will be shared with parents.
- **Implementing the interventions**, with the support of the SENCO.
- **Reviewing** the effectiveness of the interventions and making any necessary revisions.

At the **Review** stage, if adequate progress is not made when a child has had access to appropriate interventions, it may be appropriate for the SENDCo and Headteacher to add a child to the school's SEND Register. Class Teachers will write and implement an Individual Plan, for each child on the SEND register. The Individual Plan will detail the child's needs, the strategies to be used and support them and a list of provisions that they are taking part in. All children on the SEND Register will be reviewed on a termly basis by the Class Teacher. Prior to all these meetings, the children's views will be recorded on a 'One Page Profile'. Parents and children (where appropriate) will be invited to these review meetings to discuss progress, targets and provision.

Following a further '**Assess, Plan, Do, Review**' cycle, it may be appropriate to request assessment from external agencies and / or interventions with support delivered by school staff or external agencies. Permission will be sought from parents / carers.

In consultation with a pupil's parents, school may **request a statutory assessment of SEND** where the pupil's needs cannot be met through the resources normally available within the school. An **EHC Plan** will then be considered.

Roles and responsibilities

The governing board will be responsible for:

- Communicating with pupils with SEND and their parents when reviewing policies that affect them.
- Ensuring that effective provision is in place for all pupils with SEND, whether or not they have an EHC plan.
- Securing the special educational provision called for by a pupil's SEND.
- Designating an appropriate member of staff to be the SENCO and having responsibility for coordinating provision for pupils with SEND.
- Appointing a designated teacher for LAC, where appropriate.
- Ensuring that reasonable adjustments are made for pupils with disabilities to help alleviate any substantial disadvantage they experience because of their disability.
- Taking necessary steps to ensure that pupils with disabilities are not discriminated against, harassed or victimised, e.g. in line with the Equal Opportunities Policy: Pupils.
- Preparing the arrangements for the admission of pupils with SEND and the facilities provided to enable access to the school for pupils with disabilities.
- Regularly monitoring the school's policies and procedures, to review their impact on pupils with SEND, including on their mental health and wellbeing.
- Preparing the Accessibility Plan, showing how the school intends to progressively improve access over time.
- Publishing annual information setting out the measures and facilities to assist access for pupils with disabilities on the school's website.
- Publishing annual information about the arrangements for the admission of pupils with SEND, the steps taken to prevent pupils being treated less favourably than others, the facilities provided to assist pupils with SEND, and the school's Accessibility Plan on the school's website.
- Developing complaints procedures which, along with details about appealing to the SEND tribunal, will be made known to parents and pupils.
- Providing suitable, full-time education from the sixth day of a fixed permanent exclusion of a pupil with SEND, in line with their EHC plan.

- Ensuring arrangements are in place to support pupils at school with medical conditions, in line with the school's Supporting Pupils with Medical Conditions Policy.
- Cooperating with the LA in drawing up and reviewing the Local Offer.
- Appointing an individual governor or sub-committee to oversee the school's arrangements for SEND.
- Preparing the SEND information report and publishing it on the website.
- Ensuring that the school's Child Protection and Safeguarding Policy addresses additional safeguarding challenges that children with SEND may face.

The headteacher will be responsible for:

- Ensuring that those who are teaching or working with pupils with SEND are aware of their needs and have arrangements in place to meet them.
- Ensuring that teachers monitor and review pupils' progress during the academic year.
- Cooperating with the LA during annual EHC plan reviews.
- Ensuring that the SENCO has sufficient time and resources to carry out their functions.
- Providing the SENCO with sufficient administrative support and time away from teaching to enable them to fulfil their responsibilities.
- Assisting the governing board in appointing a designated teacher for LAC, who will work closely with the SENCO to ensure that the needs of the pupils are fully understood by relevant school staff.
- Regularly and carefully reviewing the quality of teaching for pupils at risk of underachievement, as a core part of the school's performance management arrangements.
- Ensuring that teachers understand the strategies to identify and support vulnerable pupils.
- Ensuring teachers have an established understanding of different types of SEND.
- Ensuring that procedures and policies for the day-to-day running of the school do not directly or indirectly discriminate against pupils with SEND.

- Ensuring that pupils with SEND and their parents are actively supported in contributing to needs assessments, and developing and reviewing EHC plans.
- Establishing and maintaining a culture of high expectations and including pupils with SEND in all opportunities available to other pupils.
- Ensuring that the approach to the curriculum includes how it is made accessible for pupils with SEND.
- Consulting health and social care professionals, pupils, and parents to ensure the needs of pupils with medical conditions are effectively supported.
- Keeping parents and relevant teachers up-to-date with any changes or concerns involving a pupil, considering the school's Pupil Confidentiality Policy.
- Identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Reporting to the governing board on the impact of SEND policies and procedures, including on pupils' mental health and wellbeing.
- Ensuring that the SENCO is provided with training on an annual basis.

The SENCO will be responsible for:

- Collaborating with the governing board and headteacher to determine the strategic development of the SEND policy and provision in the school.
- Working with the relevant governors and the headteacher to ensure that the school meets its responsibilities under the Equality Act 2010, regarding reasonable adjustments and access arrangements.
- The day-to-day operation and implementation of the SEND policy.
- Coordinating and reviewing the specific provision made to support individual pupils with SEND, including those with EHC plans.
- Liaising with the relevant, designated teachers where LAC have SEND.
- Advising on a Graduated Approach to providing SEND support.
- Advising on the deployment of the school's delegated budget and other resources to meet pupils' needs effectively.
- Liaising with the parents of pupils with SEND.

- Liaising with early years providers, other schools, educational psychologists, health and social care professionals, and independent or voluntary bodies, as required.
- Being a key point of contact for external agencies, especially the LA and LA support services.
- Liaising with the potential future providers of education to ensure that pupils and their parents are informed about the options, and a smooth transition is planned.
- Drawing up a one-page profile of a pupil with SEND.
- Providing professional guidance to colleagues and working closely with staff members, parents and other agencies, including SEND charities.
- Being familiar with the provision in the Local Offer and being able to work with professionals who are providing a supporting role to the family.
- Ensuring, as far as possible, that pupils with SEND take part in activities run by the school, together with those who do not have SEND.
- Ensuring that the school keeps the records of all pupils with SEND up-to-date, in line with the school's Data Protection Policy.
- Informing the parents of pupils with SEND, who do not have an EHC plan, that SEND provision is being made.
- In collaboration with the headteacher, identifying any patterns in the identification of SEND within the school and comparing these with national data.
- Participating in training and CPD opportunities, some of which emphasise mental health to a greater extent.
- Providing training to relevant Class Teachers.
- Supporting teachers in the further assessment of a pupil's particular strengths and weaknesses, and advising on effective implementation of support.

The DSL will be responsible for:

- Liaising with the headteacher to inform them of any issues, especially ongoing enquiries under section 47 of the Children Act 1989 and police investigations regarding pupils with SEND.
- Liaising with the relevant staff on matters of safety, safeguarding and welfare, including online and digital safety regarding pupils with SEND.

- Liaising with the SENCO where appropriate regarding safeguarding concerns for a pupil with SEND.
- Promoting supportive engagement with parents and/or carers in safeguarding and promote the welfare of pupils with SEND, including where families may be facing challenging circumstances.
- Working with the headteacher and relevant strategic leads, taking lead responsibility for promoting educational outcomes by knowing the welfare, safeguarding and child protection issues that pupils with SEND are experiencing or have experienced, and identifying the impact that these issues might be having on pupil's attendance, engagement and achievements.
- Recognising the additional risks that pupils with SEND face online, e.g., from online bullying, grooming and radicalisation, and ensuring they have the capability to support pupils with SEND to stay safe online.

Teachers will be responsible for:

- Every teacher is a teacher of SEND. Every teacher in our school understands and recognises the importance of identifying, assessing, understanding and adapting a teaching approach in order to meet the needs of children with SEND.
- Planning and reviewing support for pupils with SEND on a graduated basis, in collaboration with parents, the SENCO and, where appropriate, the pupils themselves.
- Setting high expectations for every pupil and aiming to teach them the full curriculum, whatever their prior attainment.
- Planning lessons to address potential areas of difficulty to ensure that there are no barriers to every pupil achieving.
- Ensuring every pupil with SEND is able to study the full national curriculum.
- Being accountable for the progress and development of the pupils in their class.
- Being aware of the needs, outcomes sought, and support provided to any pupils with SEND they are working with.
- Understanding and implementing strategies to identify and support vulnerable pupils with the support of the SENCO.

- Keeping the relevant figures of authority up-to-date with any changes in behaviour, academic developments and causes of concern. The relevant figures of authority include the headteacher.

SEN Register

The SENDCo and the Headteacher will regularly review the SEND register, ensuring that every child on the register has an Individual Plan in place.

If a child who is on the SEND Support Register makes progress and 'closes the gap' in line with national and local expectations then a review meeting may be held in school to discuss a child being taken off the SEND Support Register.

Parents will be included in any discussion and fully informed of the schools actions.

Early Years pupils with SEND

St. Bernadette's will ensure all staff who work with young children are alert to emerging difficulties and respond early. The school will also ensure staff listen and understand when parents express concerns about their child's development.

Children with specific circumstances

The following are not classified as SEND but may present barriers to a child's access to education, learning, progress and attainment:

- Attendance and punctuality
- Health and welfare
- Being in receipt of Pupil Premium Funding
- Being a child of a serviceman / woman

Children who are LAC, PLAC, or have EAL are given particular attention, recognising that these factors may significantly affect access to learning and progress.

LAC / PLAC

- The school recognises that pupils that have SEND are more likely to be 'looked after', and it is likely that a significant proportion of them will have an EHC plan.
- The school has a designated member of staff for coordinating the support for LAC.
- Where that role is carried out by a person other than the SENCO, the Headteacher will work closely with the SENCO to ensure that the implications of a child being both looked after and having SEND are fully understood by relevant school staff.

EAL

- The school will give particular care to the identification and assessment of the SEND of pupils whose first language is not English.
- The school will consider the pupil within the context of their home, culture and community.
- Where there is uncertainty about an individual pupil, the school will make full use of any local sources of advice relevant to the language group concerned, drawing on community liaison arrangements wherever they exist.
- The school appreciates having EAL is not equated to having learning difficulties. At the same time, when pupils with EAL make slow progress, it will not be assumed that their language status is the only reason; they may have SEND. Difficulties related solely to limitations in English as an additional language are not SEND.
- The school will look carefully at all aspects of a pupil's performance in different subjects to establish whether the problems they have in the classroom are due to limitations in their command of English or arise from SEND.

Pupils with medical conditions

St. Bernadette's recognises that pupils at school with medical conditions should be properly supported so that they have full access to education, including school trips and physical education. 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.

Some children may also have special educational needs (SEN) and may have an Education, Health and Care (EHC) plan which brings together health and social care needs, as well as their special educational provision and the SEND Code of Practice is followed.

Our policy 'Supporting Pupils with Medical Conditions' explains the arrangements in place in school to support pupils at school with medical conditions. The link can be found on the school website.

See our Accessibility Plan on the website which outlines our approaches to the statutory duties we have in terms of increasing accessibility over time.

Admissions

St. Bernadette's will ensure it meets its duties set under the DfE's 'School Admissions Code'. In line with SEN and Disability legislation, we will make all reasonable adjustments to provide effective educational provision. Arrangements for the fair admissions of pupils with SEND are outlined in the Admissions Policy and will be published on the school website.

Involving pupils and parents in decision-making

Parents of pupils with SEND will be encouraged to share their knowledge of their child; the headteacher and SENCO will aim to give them the confidence that their views and contributions are valued and will be acted upon. Pupils will be encouraged and supported to share their views throughout the Graduated Approach to SEND.

Funding

The school will allocate the appropriate amount of core per-pupil funding and notional SEND budget outlined in the Local Offer for the SEND provision of its pupils.

Personal budgets are allocated from the LA's high needs funding block; the school will continue to make SEND provision from its own budgets, even if a pupil has an EHC plan.

Statutory Annual Reviews

For a child who has an Education Health Care Plan, the Local Authority has a statutory duty to formally review his/her EHCP, at least annually. Annual Review Meetings are organised in school by the SENCO. Children with Top Up funding will also have an annual review to discuss whether Top Up funding is still appropriate or if an Educational Health Care Needs Assessment is required.

Training

Relevant staff members at St. Bernadette's will keep up-to-date with any necessary training, which will be provided by the SENCO, as well as external agencies, where appropriate. Training will cover both the mental and physical needs of pupils with SEND. The training offered will be delivered to ensure equality, diversity, understanding and tolerance. Mental health will be a key consideration for all training that the SENCO participates in, along with any training that staff are given. During staff induction, all staff will receive appropriate SEND training.

Promoting mental health and wellbeing

St. Bernadette's will implement a Social, Emotional and Mental Health (SEMH) Policy. The school will ensure that there is a focus on promoting pupils' resilience, confidence and ability to learn in subjects across the curriculum.

Positive classroom management and working in small groups will be implemented to promote positive behaviour, social development and high self-esteem. Specialist services will be available where a pupil requires such services. Where appropriate, the school will support parents in the management and development of their child.

When in-school intervention is not appropriate, referrals and commissioning will be used instead. The school will continue to support the pupil as best it can.

For pupils with more complex problems, additional in-school support will include:

- Supporting the pupil's teacher, to help them manage the pupil's behaviour.
- Additional educational one-to-one support for the pupil.
- One-to-one therapeutic work with the pupil, delivered by mental health specialists.
- An appropriate HCP will be written in collaboration with parents.
- Family support and/or therapy, upon the recommendation of mental health professionals.

St. Bernadette's will consider whether disruptive behaviour is a manifestation of SEMH needs and address within a Behaviour Support Plan. ABCC forms will be utilised to track behavioural responses and patterns of behaviour.

We will focus on work that helps to build self-esteem and self-discipline with the aim of addressing disruptive behaviour.

EHC Plans

St. Bernadette's will fully cooperate our roles and responsibilities as identified within Wigan Authority' Education and Health Care Pathway, as outlined at:

<https://www.wigan.gov.uk/Business/Professionals/SEND/Education-health-and-care-plans.aspx>

Supporting pupils and families

At St. Bernadette's we support our families on a variety of levels. The Class Teacher is a family's first point of contact with regard to a pupils learning. Through our school SEN Information report which can be found on our school website via this link: <https://eadn-wc02-12595691.nxedge.io/wp-content/uploads/2023/10/SEND-Information-report.pdf> we

give our families a range of information about SEN support for children at our school. In addition, the Local Authority provides information for pupils and families through their Local Offer which can be found on the Wigan Council website using this link:

<https://www.wigan.gov.uk/Resident/Education/Special-Educational-Needs-and-Disability/SpecialEducational-Needs-and-Disabilities.aspx> The SEND Information and Advice and Support Service (SENDIASS) provides access to impartial and relevant information and support to promote effective partnership working. SENDIASS works closely with Wigan and Leigh EMBRACE www.embracewiganandleigh.org.uk

Safeguarding

The school recognises that evidence shows children with SEND are at a greater risk of abuse and maltreatment and will ensure that staff are aware that pupils with SEND:

- Have the potential to be disproportionately impacted by behaviours such as bullying.
- May face additional risks online, e.g. from online bullying, grooming and radicalisation.
- Are at greater risk of abuse, including, but not limited to, peer-on-peer abuse, neglect and sexual violence or harassment.

We have a suite of behaviour policies ie relationship and regulation policy, anti-bullying policy, which fall under safeguarding.

The school recognises that there are additional barriers to recognising abuse and neglect in this group of pupils. These barriers include, though are not limited to,

- Assumptions that indicators of possible abuse such as behaviour, mood and injury relate to the pupil's condition without further exploration.
- These pupils being more prone to peer group isolation or bullying (including prejudice-based bullying) than other pupils.
- The potential for pupils with SEND or certain medical conditions being disproportionately impacted by behaviours such as bullying, without outwardly showing any signs.
- Communication barriers and difficulties in managing or reporting these challenges.

The headteacher and governing board will ensure that the school's Child Protection and Safeguarding Policy reflects the fact that these additional barriers can exist when identifying abuse. When using reasonable force in response to risks presented by incidents involving pupils with SEND, staff will have due regard for the procedures outlined in the school's Positive Handling Policy.

Care will be taken by all staff, particularly those who work closely with pupils with SEND, to notice any changes behaviour or mood, or any injuries, and these indicators will be investigated by the DSL in collaboration with the SENCO.

SEND children transferring to or from St. Bernadette's

At St. Bernadette's, we work closely with our colleagues in Nursery and Secondary settings to ensure that pupils are supported to make a smooth transition. Transitions are planned and discussed with school staff, parents and the needs and opinions of children are taken into account.

The school will transfer all relevant information about pupils to any educational setting that they are transferring to.

Data and record keeping

St. Bernadette's records will:

- Include details of SEND, outcomes, action, agreed support, teaching strategies and the involvement of specialists, as part of its standard management information system to monitor the progress, behaviour and development of all pupils.
- Maintain an accurate and up-to-date register of the provision made for pupils with SEND.
- Show all the provisions the school makes which is different or additional to that offered through the school curriculum on a provision map.

The school keeps data on the levels and types of need within the school and makes this available to the LA.

The SEND information report will be prepared by the governing board, and will be published on the school website; it will include all the information outlined in paragraphs 6.79 and 6.83 of the 'Special educational needs and disabilities code of practice: 0 to 25 years'.

All information will be kept in accordance with the school's Records Management Policy and Data Protection Policy.

Resolving disagreements

St. Bernadette's is committed to resolving disagreements between parents and the school.

In carrying out of duties, the school:

- Supports early resolution of disagreements at the local level.
- Explains the independent disagreement resolution arrangements in our Complaints Procedures Policy, which is available for disagreements across special educational provision, and health and care provision in relation to EHC plans and tribunals.

The school's Complaints Procedures Policy will be published on the school website; additionally, the school will publish details regarding how complaints from parents of children with SEND will be handled.

Publishing information

St. Bernadette's will publish an SEND Information Report on the school website about the implementation of this policy. This will be reviewed and updated annually and any changes to the information occurring during the year will be updated as soon as possible.

Monitoring and Review

The policy is reviewed on an annual basis by the headteacher in conjunction with the governing board; any changes made to this policy will be communicated to all members of staff, parents of pupils with SEND, and relevant stakeholders.

All members of St. Bernadette's staff are required to familiarise themselves with this policy.