



At Episkopi Primary School, we are determined to meet the educational needs of all our pupils by working inclusively. We strongly believe that every teacher is a teacher of every pupil within our school, including those with SEND (Special Educational Needs and Disability). This provision is “additional to and different from that made generally for other children or young people of the same age.” (Code of Practice p.4). Episkopi Primary School is a well-resourced school meeting the needs of a diverse range of pupils: the majority of whom are service children. This means that many pupils experience frequent moves and may be with us for only one or two years. This makes it especially important that pupils’ individual needs are identified and met as soon as possible.

The SEND Code of Practice (updated May 2015) says: 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
- 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

This policy complies with the statutory requirement laid out in the SEN Code of Practice 0-25 years (updated May 2015) 3.65 and has been written with reference to the following guidance and documents:

- Equality Act 2010: advice for schools DfE (updated June 2014)
- SEND Code of Practice 0-25 (updated May 2015)
- Schools SEND Information Report Regulations (2014)
- Statutory Guidance on supporting pupils at school with medical conditions (Sept 2017)
- The National Curriculum in England Key Stage 1 and 2 framework document (Sept 2014)
- School Safeguarding policy
- School Accessibility Plan

This policy was created by the school’s SENDCO with the SEND Governor in agreement with staff and representatives of parents of pupils with SEND and reflects the SEND code of practice 0-25 guidance.

SENDCO: Mr Simon Hayes (Deputy Headteacher)

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We are fully committed to provide learning that is inclusive, and seek to promote a sense of community and belonging for all pupils. We positively endorse the principle that an educationally inclusive school is one in which the personal development and growth of every young person matters. This SEND policy details how Episkopi Primary School will do its best to ensure that the necessary provision is made for all pupils to achieve.

Aims for supporting SEND pupils

- We aim to raise the aspirations of, and expectations for all pupils, and particularly for those with SEND
- We aim to work collaboratively with all partners (e.g. keyworkers, parents, carers, pupils, teachers and outside agencies including medical, health visitors and educational support partners) to achieve the best outcomes for our pupils
- We aim for all children to have access to a broad, balanced curriculum and to participate in all experiences and activities provided by the school
- We aim to identify and celebrate the strengths of all pupils and use sensitive support where appropriate to aid inclusion
- We aim to raise the self-esteem of all pupils, especially those who come to us with negative feelings about themselves and their abilities



Objectives for supporting SEND pupils

- to identify and support pupils requiring SEND provision as early as possible on entry to our school
- to provide a differentiated curriculum appropriate to the individual
- to involve parents/carers and pupils in decision making, and to keep parents/carers fully informed of their child's progress and attainment
- to involve children as much as possible in evaluating their own progress; setting objectives, and making decisions about their future SEND provision
- to provide support and advice for all staff working with pupils who have special educational needs and disabilities
- to ensure all pupils are able to develop their individual learning strengths and preferences (visual, auditory, kinaesthetic) within an enriched learning environment
- to enable teachers to work in partnership with parents and carers to achieve the best outcomes for all pupils
- to work within the guidance of the SEND (Special Educational Needs and Disability) Code of Practice 2014, considering the guidance provided by DCS Schools

Inclusion of pupils with SEND

The SENDCo (Special Educational Needs and Disability Coordinator) and Senior Leadership Team oversee inclusion and are responsible for ensuring that inclusive practices are implemented effectively throughout the school. We aim to optimise opportunities for participation and achievement across all areas of school activity (social, curricular, physical) by:

- providing a balanced curriculum for all pupils both in and outside of the classroom, including play and interaction at mealtimes and playtimes, and extending to additional activities before or after school, school day trips and residential visits
- practicing teaching methods that suit the needs of individual pupils
- promoting an inclusive culture throughout our school and encouraging social responsibility and understanding amongst all our pupils

Working in partnership with parents

Episkopi Primary School believes that a close working relationship with parents is vital in order to ensure:

- Early and accurate identification and assessment of SEND leading to the correct intervention and provision
- Continuing social and academic progress of children with SEND
- Personal and academic outcomes are set and met effectively

The importance of parental involvement is highlighted in the principles underpinning the Special Educational Needs and Disability Code of Practice 2014 (updated May 2015), which must have regard to:

- The views, wishes and feelings of the child or young person, and the child's parents
- The importance of the child or young person, and the child's parents, participating as fully as possible in decisions and being provided with the information and support necessary to enable participation in those decisions
- The need to support the child or young person, and the child's parents, in order to facilitate the development of the child or young person and to help them achieve the best possible educational and other outcomes, preparing them effectively for adulthood



The school welcomes feedback from parents all year round and parents can make a confidential appointment to speak to any member of staff including the Headteacher, Deputy Head teacher, SENDCo throughout the year for any reason.

Parents will be kept up to date with their child's progress through annual progress reports, during parent consultation meetings, informal conversations with staff and at SEND review meetings. Parents will always be able to speak to school staff privately about confidential issues.

Identifying Special Educational Needs Support

There are four broad categories of need described in the 2014 Code of Practice:

- communication and interaction
- cognition and learning
- social, emotional and mental health difficulties
- sensory and/or physical needs

Whilst these four categories broadly identify the primary areas of need, we acknowledge the importance of taking a holistic approach to identifying children's individual educational needs. It needs to be considered that there are other factors which may impact on a child's progress including: disability; attendance and punctuality; health and welfare; English as an Additional Language; being a looked-after child as well as the implications of our schools' population consisting principally of service children.

The Graduated Approach

A graduated approach to SEND support is embedded in our school/setting. The Assess, Plan, Do, Review cycle is essential to the process of SEND support at all stages of the graduated response. High quality teaching, differentiated for individual pupils is the first step in providing for all pupils, including those who may have SEND. The leadership team monitors the quality of teaching and learning for all pupils on a regular basis.

Universal support

Having followed the school's assessment, planning and teaching process a class teacher and parents may have emerging concerns about the progress of a pupil. A meeting should be arranged with the parents so that their views can be sought, contributory factors identified and a course of action agreed. The class teacher and parent should arrange a date when they will meet to review the success of the agreed actions (the timescale of this should not exceed one term). The class teacher should meet again with the parents and the pupil (where appropriate) to review the outcomes in light of the agreed actions taken. In many instances the actions which have been put in place will help the pupil to make sufficient progress and there will be no need to move further through the process. However, if there has not been enough progress, it may be decided that a further term of action is necessary or it may be decided to involve the SENDCo at the review meeting and consider moving to targeted support.

Targeted support

The SENDCo will be able to support the process of the Assess, Plan, Do, Review cycle in a variety of ways including:

- reviewing the interventions to date and identifying next steps
- carrying out further observations or assessments which will inform further planning
- advising about suitable additional intervention programmes
- providing guidance around the development of the Individual Learning plan

Advice and support can be sought from the SEND Advisor who is part of the EPSL (Educational Psychology, Speech and Language Therapy & SEND) team.



The class teacher, parent/carer, pupil, SENDCo, LSA and other staff members will all carry out their parts of the agreed intervention plan and come together to review the outcome at the agreed date. At the review there are three possible outcomes:

1. There has been sufficient progress so that involvement of the SENDCo is no longer required and an agreement that the pupil's needs can be met by the class teacher
2. Current interventions may need to continue or be adapted and a further review date agreed
3. If the teacher, pupil, parents/carers and SENDCo remain concerned about a pupil's progress following one or more of the above cycles it may be appropriate to consult with specialist agencies about the pupil. This next step should be discussed with the parents/carers and their consent for this gained

Specialist support

The SENDCo should complete the relevant consent forms with the parent. The EPSL specialist support professionals will provide advice and support as appropriate. They may provide training or guidance for staff on appropriate interventions and in some cases, this can involve working with the child directly. The Assess, Plan, Do, Review cycle should be followed using the additional advice and expertise from the specialist and the impact of this will be assessed at a review meeting with the SENDCo, parents, teacher and the specialist. At the review there are three possible outcomes:

1. There has been sufficient progress so that involvement of the specialist is no longer required and an agreement that the pupil's needs can be met using in-school expertise
2. It may be that the current interventions need to continue or be adapted and a further review date agreed
3. If the teacher, pupil, parents/carers, teacher, SENDCo and specialist remain concerned about a pupil's progress following one or more of the Assess, Plan, Do, Review cycles it may be felt useful to involve other professionals e.g. a paediatrician or Child and Adolescent Mental Health Services (CAMHS).
4. It may be felt that the pupil's needs are long term and likely to require a continuing high level of additional support in school or possibly special educational provision. A very small number of children in DCS schools may be found to have long term/complex special educational needs and are likely to require a high level of support or special educational provision. These children may require an integrated assessment, similar to that carried out in the UK and referred to as an Education Health and Care Plan (EHCP). In DCS schools this is referred to as a SCAN (Service Children's Assessment of Need). It may also be felt that the provision in the overseas location is not sufficient to meet the needs of the child and an Emergent Needs DCS Assessment of Supportability Overseas (MASO) needs to take place.

Managing pupils' needs

There is one single category of support which is known as SEND Support. Pupils and parents/carers are fully involved at every stage of the Graduated Response (as described above). At the level of Targeted support in the Graduated Response the decision is made to place the name of the pupil on a SEND support list so that it is clear that the provision for these pupils is "additional to or different from" that made generally for other children or young people of the same age in a similar setting.

- If at any stage the involvement of the SENDCo is no longer required and this is agreed in the review meeting, the pupil's name is then removed from the list
- Provision is recorded on a provision map, which is reviewed termly. The effectiveness of provision is regularly reviewed both in terms of outcomes for individual pupils and groups
- The Graduated Response described in the previous section is run alongside the school's standard assessment and tracking
- Pupils' individual outcomes and targets are discussed in the meetings (as described above) and recorded on the relevant SEND forms (at targeted or specialist stages). This is used in addition to a one-page pupil profile (a summary of SEND support) which the pupil creates with the class teacher,



parents and SENDCo. This profile describes any additional information which will enhance the learning and well-being of the child.

- There are also records of individual interventions kept by the teacher at all stages. At targeted and specialist levels these are recorded on an Inclusion Support Plan (ISP). These are regularly updated and the outcomes of which are also referenced and discussed in the review meetings.
- The SEND support for pupils is outlined in the SEND Information Report, available on the website. The level of provision is decided primarily according to pupil need. This is determined by teacher/key worker assessment and discussed in the pupil progress meetings with the SENDCo and the Senior Leadership Team, bearing in mind what is possible in terms of resource availability
- Relevant information is made accessible to all staff and parents in order to aid the effective co-ordination of the school's SEND provision. In this way, every staff member will have complete and up-to-date information about all pupils with special needs and their requirements which will enable them to provide for the individual needs of all pupils.

Admissions Procedures for children with SEND

The admission arrangements for all pupils are in accordance with national legislation, including the Equality Act 2010. This includes children with any level of SEND; those with an Education, Health and Care plan (or equivalent) and those without. **Please refer to the Admissions Policy on the school website for more details about the MOD Assessment of Supportability Overseas (MASO) process.**

Episkopi Primary School and the agencies working with young people make every effort to ensure that support and assistance for pupils and parents/carers is transparent and sensitively handled. All SEND paperwork should be passed to the SENDCo by the previous school or setting/parents as soon as possible. If the child is making a transition from another school, a meeting may be set up between the feeder school and the receiving school's SENDCo to aid the smooth transition of the pupil, and discuss arrangements. Equally, it is encouraged that all partners work together in the identification and other processes relating to SEND. This offers the best opportunity for accurate and early identification to allow a timely and appropriate intervention. It is our commitment to ensuring that all voices are listened to throughout the process.

Training and Resources

Training needs for staff are discussed in staff meetings and Performance Management meetings and are identified through school development planning /observations etc. Training is provided both in-house and externally through Defence Children Services (DCS). EPSL can provide training and support to the SENDCo. Teachers and LSA staff also access courses which are centrally run with online or visiting trainers.

Roles and Responsibilities

- The Headteacher has overall responsibility for management of the policy, line management of the SENDCo, for assessment and provision for pupils with special educational needs and for keeping the School Governing Committee (SGC) informed as appropriate
- The SENDCo is responsible for overseeing the day-to-day operation of this policy and coordinating provision. A key feature of the SENDCo's role is to liaise with: parents of pupils with SEND; a range of external agencies and other schools; and with potential next providers of education to facilitate a smooth transition. The individual roles of learning support staff are coordinated, timetabled and managed by the SENDCo
- Teachers are responsible and accountable for the progress and development of all the pupils in their class (including where pupils access support from a teaching assistant or specialist staff). The teacher will take steps to provide differentiated learning opportunities that will aid the pupil's academic progression and enable the teacher to better understand the provision and teaching style that needs to be applied



- The SEND Governor monitors the implementation of the policy and has an overview of the provision offered by the school. This will include contributing to the review of the SEND policy; discussions with key staff, parents, carers and pupils; observations of provision and feedback to pupils, parents and staff
- Parents are responsible for working in partnership with the school to help meet their child's needs. Episkopi Primary School has a policy of active engagement with parents and carers to ensure that they are aware of the pivotal role they also have in relation to meeting their child's needs.

Equal Opportunities

All practitioners at Episkopi Primary School have a responsibility to maintain positive attitudes to diversity and difference, ensuring that inclusive practice is delivered throughout the school. All children, irrespective of gender, ability, ethnicity, culture or religion, and social circumstances, have opportunities to experience a challenging and enjoyable programme of learning and development within the school.

Storing and Managing Data

All sensitive pupil data is kept in individual pupil files in a locked cabinet to which the SENDCo and Headteacher have access. These are passed on to the new schools (via the parents/carers) when children leave Episkopi Primary School. Personal/sensitive computer data is encrypted or stored within secure data systems on the school's DCS schools drive. All data kept on pupils is discussed with parents/carers and available to them.

Managing Complaints

Any complaints about general or specific provision will be referred to the SENDCo (Mr Simon Hayes) in the first instance. If the issue remains unresolved, the complaint is referred to the Headteacher (Mrs Natalie Watts). If there is still an issue, the next stage is to approach the School Improvement Partner (Mr Damon Donaldson).

Evaluating the success of provision

SEND provision at Episkopi Primary School is evaluated against the stated objectives on this policy. Staff, parents/carers and children are all involved in the evaluation process. Evaluation is ongoing which means that the SEND provision is always the subject of continuous assessment and review. The SENDCo reports regularly to the School Governing Committee (SGC).

Reviewing the Policy

The SEND policy will be reviewed annually, considering feedback and comments from pupils, parents/carers, staff, SGC and outside agencies. Pupils' comments are obtained through Pupil Voice in meetings and questionnaires; parents views are gathered in the same way. The policy itself is contributed to in staff meetings, and ratified by the SGC at a time when as many members as possible of the governing body can attend. This policy should be used in conjunction with all other school policies.

SENDCO: Simon Hayes

Headteacher: Natalie Watts

SEND Governor: Becky Shortman

Dated: December 2023

Policy review date: December 2024