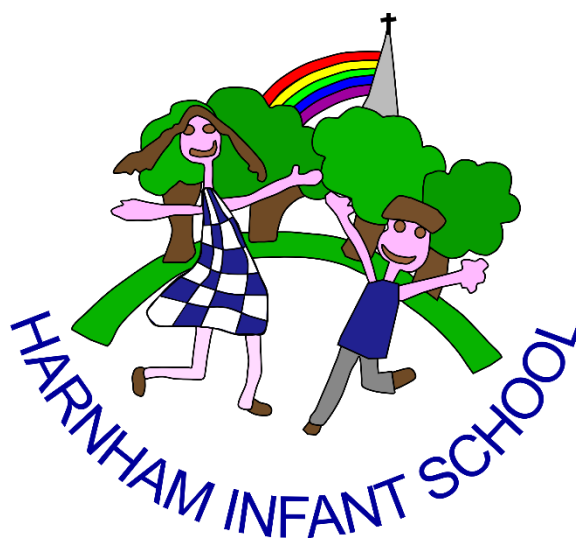


Harnham Infant School

SEND Policy



Reviewed by Full Governing Body: Awaiting Governor approval -
November 2025

Signed on behalf of Governors:

Signed on behalf of Staff:

Review date: November 2026



Special Educational Needs and Disabilities (SEND) Policy 2025-26

This policy complies with the statutory requirements laid out in the SEND Code of Practice 0-25 (July 2014) 3.65 and has been written with reference to the following guidance and documents:

1. Equality Act 2010: advice for schools DfE Feb 2013
2. SEND Code of Practice 0-25 (July 2014)
3. Schools SEN Information Report Regulations (2014) www.sendgateway.org.uk
4. Statutory Guidance on Supporting pupils at school with medical conditions (April 2014)
5. The National Curriculum in England: framework for Key Stage 1 and 2 (July 2014)
6. Accessibility Plan

This policy was created by the SENDCo in liaison with the SEND Governor, as well as staff and parents of pupils with SEND.

Contact Details

The SENDCo for Harnham Infant School is Laura Pike. She can be contacted via the school office or by emailing inclusion@harnham-inf.wilts.sch.uk

Beliefs and values around SEND

This SEND policy details how this school will do its best to ensure that the necessary provision is made for any pupils who have Special Educational Needs and / or Disabilities and that those needs are made known to all who are likely to teach them. The school will use its best endeavours to ensure that teachers and teaching assistants are able to identify and provide for those pupils with Special Educational Needs and Disabilities to enable them to participate in the activities of the school along with other pupils, so far as reasonably practical and compatible with their special educational provision and the effective education of the pupils with whom they are working.

The school will have regard to the SEND Code of Practice 0-25 (July 2014) whilst carrying out its duties and will ensure that parents are consulted about the provision of SEND that is being made for their child.

Partnership with parents/carers play a key role in enabling children to achieve their potential. The school recognises that parents hold key information and have knowledge and experience to contribute to the shared view of a child's needs and the best ways of supporting that child. All parents/carers of children with SEN and or Disabilities and the children themselves will be viewed as partners and supported in playing an active and valued role in their children's education.

Aims

- To recognise that children may require additional support at any time during their school life. This may be as a result of communication, interaction or learning difficulties, physical or sensory impairment, social, emotional and mental health needs.
- To provide all children with the opportunity to maximise their potential through the delivery of a broad, balanced and appropriate curriculum, adapted as needed.
- To develop self-esteem through showing each child they are unique, valued and by praising all personal achievements.

- To develop the social, moral, spiritual and cultural understanding of each child.
- To ensure that pupils with Special Educational Needs are as fully involved in the life of the class as possible.
- To meet the needs of pupils within the classroom, wherever possible.

Objectives

- To ensure that all children with SEND will have a plan which will show what different or additional support they might need.
- If appropriate, children will have 'Learning Plan'. This will set regular targets to support the children in achieving small steps. These will be reviewed termly and shared with parents regularly.
- If needed, Harnham Infant School will request advice from outside agencies to offer suggestions and expertise of how we can best support individual children's needs.
- If further support is needed, we will work together with the child's teacher and parents, to develop a 'My Support Plan' to create a more structured, formal support plan.
- To identify and monitor pupils' individual needs at the earliest possible stage, so that the necessary provision can be made.
- To plan an effective curriculum to meet the needs of children with Special Educational Needs and ensure that the targets set in the child's My Support Plan and/or Learning Plan are Specific, Measurable, Achievable, Realistic and Time Related (SMART).
- We aim for each child to practice their targets at least twice a week and record their progress accordingly.
- To work in close partnership with parents/carers of pupils with Special Educational Needs.
- Where appropriate, to involve pupils in the identification and review of their targets identified in their Learning Plans or My Support Plans.
- To raise the self-esteem of pupils with Special Educational Needs through the identification, acknowledgement and celebration of the progress they achieve, valuing child voice and feedback.
- To ensure that all those who are involved in the child's learning understand how best to support the child.

Identifying SEND

SEND is divided into 4 broad categories of need:

Communication and Interaction – this includes children with speech and language delay, impairments or disorders, hearing impairment and those who demonstrate traits found within the autistic spectrum.

Cognition and Learning – this includes children who demonstrate features of moderate, severe or profound learning difficulties or specific learning difficulties such as dyslexia, dyscalculia, dysgraphia or dyspraxia.

Social, Mental and Emotional Health - this includes children who may be withdrawn or isolated, disruptive or disturbing, hyperactive, lack concentration or have poor mental health.

Sensory and or Physical Needs – this includes children with sensory, multi-sensory and physical difficulties.

The purpose of identifying the 4 types of SEND is to enable the school to take appropriate action – it is not to fit a child into a particular category. Moreover, children may have needs that fit into multiple categories.

Children may also have other needs which are not identified as SEND but may impact on progress and attainment.

Relationship and Behaviour difficulties – Behaviour difficulties do not necessarily mean that a child has SEN or a disability and should not automatically lead to a pupil being registered as having SEND. However, in practical terms behaviour issues may lead to children being on the SEND register so that they can access the appropriate support. Please see the Relationship and Behaviour Policy for more details on how behaviour is supported at Harnham Infant School. Children in our school maybe referred to CAMHS, Behaviour Support Team, MHST or be invited to join the ELSA, Relax Kids or Thrive program.

Disability – Many children who have SEN 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’. This definition provides a relatively low threshold and includes more children than many realise: ‘Long-term’ is defined as ‘a year or more’ and ‘substantial’ is defined as ‘more than minor or trivial’. This definition includes sensory impairments, such as those affecting sight or hearing, and long-term health conditions such as asthma, diabetes, epilepsy and cancer. Children with such conditions do not necessarily have SEND but they might need an Individual Health Care Plan (IHCP). However, where a child requires Special Education Provision they will also be covered by the SEN definition. A child who has a physical disability may need a PEEP (Personal Evacuation Plan) which will provide details of additional arrangements required to allow safe **evacuation** in case of an emergency e.g. a fire.

Slow Progress and Low Attainment – Slow progress and low attainment do not necessarily mean that a child has SEN and should not automatically lead to a pupil being recorded as having SEND. These children will take part in additional intervention groups and might have specific targets through a Learning Plan to help them to make accelerated progress. Their progress will be closely monitored by the SENDCo and the class teacher and highlighted during termly pupil progress meetings. They may be included on the SEND register if additional advice or assessment is sought through the Cognition and Learning team and this is deemed appropriate.

English as an Additional Language – Identifying and assessing SEN for children whose first language is not English requires particular care; difficulties related solely to limitation in English as an additional language is not an SEN. If necessary, a referral to the EMTAS service can be made to offer advice on how to support EAL learners. It takes 5-7 years before children with EAL can achieve academic fluency and they will often need additional support throughout infant school.

Attendance and Punctuality – All children should attend school regularly and punctually in order to achieve the best possible education through an optimum use of their time at school. Poor attendance and lateness can lead to lower attainment and progress. Attendance of all children but especially those with SEND, is tracked termly. Please see Attendance Policy.

Health and Welfare – All children have a right to be protected from harm. Children cannot learn effectively if they do not feel secure, so this remains our top priority at Harnham Infant School.

Disadvantaged Learners and Service Children's Grants – 'Disadvantaged Learners' refers to grants allocated for children who are, or have been, in receipt of Free School Meals and Children who are Looked After (CLA) or Previously Looked After (PCLA - all children who have been in care at least one day in the year groups Yr R to 11 but are no longer in care, or subject to a Special Guardianship Order) The Pupil Premium provides additional funding on top of the main funding a school receives. It is ring-fenced for Disadvantaged Learners to ensure they benefit from the same opportunities as other pupils.

Service Pupil Premium (SPP) refers to the grant allocated to children whose parent/s are serving in the armed forces. Whilst the attainment of service children, on average, is above that of their peers, they face unique challenges and stresses. The extra funding will help schools focus on providing additional pastoral support to Service children.

As a school we observe two key duties:

- We must not directly or indirectly discriminate against, harass or victimise disabled children and young people.
- We must make reasonable adjustments, including the provision of auxiliary aids and services, to ensure that disabled children are not at a substantial disadvantage compared with their peers. This duty is anticipatory – it requires thought to be given in advance to what disabled children might require and what adjustments might need to be made to prevent them being disadvantaged.

The school's Equality Policy and objectives, along with the Accessibility Plan can be obtained via the school office or on the school's website.

Graduated Approach to SEND support

This section sets out the process by which Harnham Infant School identifies and manages children with SEND.

Identification, assessment and review – The Code of Practice outlines a graduated response to pupils' needs. This response is seen as action that is **additional to** or **different from** the provision made as part of the school's usual universal offer and strategies in place.

Harnham Infant School will try to meet every child's needs within the classroom through ensuring that our planning and quality first teaching approaches meet the needs of all the children in our school. However, where through careful identification and assessment we and/or the parents/carer determine that a child is not making satisfactory progress, the class teacher in consultation with the SENDCo and the child and parents, will review the strategies and approaches that are currently being used and the way these might need to be developed. Where this review leads to the conclusion that the child needs help over and above that which is normally available within the class, we will further assist the child through SEND support.

The SENDCo tracks groups of children and then uses Pupil Progress Meetings to record and maintain information about the identification, assessment and provision for each pupil as well as

those with SEND. Pupil Progress meetings take place three times a year. A register is kept of pupils with SEND. Provision Groups, Learning Plans and My Support Plans are used to record additional provision for pupils on the SEND register, as well as record targets and termly progress outcomes before setting new updated targets.

A Graduated Approach

At Harnham Infant School we adopt a high quality, inclusive teaching approach. The key characteristics of high quality teaching are:

- High expectations for the achievements of all pupils.
- Highly focused, sequential lesson planning with adaptations to meet individual needs.
- High demands of pupil involvement and engagement with their learning.
- High level of interaction for all pupils.
- Appropriate use of teacher questioning, modelling, scaffolding and explaining.
- An emphasis on learning through dialogue, with regular opportunities for pupils to talk both individually and in groups.
- An expectation of pupils to take authentic responsibility for their own learning and work independently.
- Regular use of encouragement and authentic praise to engage and motivate pupils.
- Will make use of appropriate resources and approaches to remove barriers to learning for children with SEND.

The Assess, Plan, Do and Review cycle for SEND

Assess - In identifying a child as needing SEN support the class teacher, working with the SENDCo, should carry out a clear analysis of the pupil's needs. This should draw on the teacher's assessment and experience of the pupil, their previous progress and attainment, the views and experience of parents, the pupil's own views and if relevant, advice from external support services. Harnham Infant School will take seriously any concerns raised by a parent. These will be recorded and compared to the school's assessment and information on how the pupil is developing. As part of this information gathering process, the school can use the checklists found in Wiltshire Graduated Response to SEND Support (GRSS) and in some cases, outside professionals from health, education and/or social services may already be involved with the child. These professionals should liaise with the school to help inform the assessments. Where professionals are not already working with school staff, the SENDCo should contact them, providing that the parents agree and it is deemed appropriate.

Plan – Where it is deemed appropriate to provide a pupil with SEN support, this shall be done in consultation with the parents. The teacher and the SENDCo should agree, in consultation with the parent and the pupil, the adjustments, interventions and support to be put in place, as well as the expected impact on progress, development or behaviour, along with a clear date for review. The support and intervention provided should be selected to meet the outcomes identified for the pupil, based on reliable evidence of effectiveness, and should be provided by parental involvement to reinforce or contribute to progress at home. All teachers and support staff who work with the pupil should be made aware of their needs, the outcomes sought, the support provided and any teaching strategies or approaches that are required. This should also be recorded on the Provision Groups, Learning Plans and on One Page Profiles for each child as appropriate.

Do – The class teacher is responsible for working with the child on a daily basis. Where possible and as appropriate, interventions will take place in the classroom. However, where the interventions involve groups or one-to-one teaching away from the main class, the teacher will still retain responsibility for the pupil. They should work closely with any teaching assistants or specialist staff involved to plan and assess the impact of support and interventions and how they can be linked to classroom teaching. The SENDCo should support the class teacher in the further assessment of the child's particular strengths and weaknesses, in problem solving and advising on the effective implementation of support.

Review – The effectiveness of the support and interventions and their impact on the pupil's progress should be reviewed in line with the agreed date. The impact and quality of the support and interventions should be evaluated, along with the views of the pupil and their parents. This should feed back into the analysis of the pupil's needs. The class teacher, working with the SENDCo, should revise the support in light of the pupil's progress and development, deciding on any changes to the support and outcomes in consultation with the parents and pupil. Where a pupil has an EHCP, the local authority, in co-operation with the school, must review that plan every 12 months (as a minimum). In addition, parents meet with the SENDCo and class teacher three times a year. Where a pupil has a My Support Plan, these are reviewed each seasonal term with SENDCo, parents and class teacher. For children accessing interventions through SEN Support, reviews take place with parents three times year through parents evening or termly telephone calls.

Managing pupils needs on the SEND Register

All children on the SEND register will be tracked closely by either the class termly provision groups, Speech and Language targets, an individual Learning Plan, a My Support Plan or an EHCP, which details important information about the child, including their areas of strengths and difficulties, their outcomes and steps taken to allow children to achieve them and any other professionals who have been involved with the child. Some children do also have a One Page Profile, which provides a snapshot overview of the child's needs and the support that is in place. Class teachers, parents, pupils and other professionals will contribute to these working documents, which are updated to reflect the current needs of each child.

Formal review meetings will take place three times a year, where the SENDCo, parents and teacher will be involved in reviewing progress and setting new targets together. The views of the child are sought before the meeting but due to the age of the children it may not be appropriate for them to attend for the whole meeting. Where children may struggle to verbalise their views, this might be recorded in the form of a video, photographs, samples of work or the use of visuals or pictures to show what is going well and not going well.

Class teachers are responsible for evidencing progress according to the outcomes described in the Provision Groups, Learning Plan, My Support Plan or EHCP. These are then shared with everyone involved with the child. The SENDCo reviews all records provided by class teachers to ensure consistency across the school and appropriateness and quality of outcomes.

Education and Health Care Plans (EHCP)

When, despite the school having taken relevant and purposeful action to identify assess and meet the SEND needs of the child, the child has not made expected progress, the school or

parents might consider requesting an EHCP assessment. This is known as an EHCNA (needs assessment). The SENDCo will request a SEND Lead Worker to support parents and the school with this process, where this is needed, and then complete the request for an assessment.

Enhanced Provision

Enhanced Provision is part of our whole school offer to meet the needs of pupils with SEND who need something additional to, or different from, that which is on offer for all of the children. It is a provision that is endorsed by the Behaviour Support Service at Wiltshire Council and the SENDCo has attended CPD in order to gain advice, hear about best practice and carefully document the provision and progress of the children who access it. This is regularly reviewed through meetings with the Behaviour Support Team and by attending network meetings too. Enhanced provision is aimed to be a temporary solution to enhance the inclusion and learning experiences for some children with potentially more complex SEMH or communication needs, enabling them to experience success and continue to make academic, social and emotional progress. This is measured through progress towards targets on the children's individual learning plans. Children who access Enhanced Provision at our school maintain connectedness with their mainstream class by regular opportunities for interaction with peers, a continuation of the core curriculum offer and through continuity and consistency of the teaching staff. The progress is regularly reviewed in consultation with the SENDCo, Behaviour Support Service, class teachers, parents and children and a structured plan of transition back into the classroom for increasing amounts of the school day is always the aim.

Alternative Provision

In some cases, our school may choose to use Alternative Provision to support pupils with SEND who continue to face barriers to their learning. This will always be in consultation with a representative of the Local Authority (Behaviour Support Service) and will only use providers from the Wiltshire Approved Alternative Provision directory. The relevant provision paperwork service agreements, learner intervention plans and review documentation will all be used, in line with Wiltshire Council's expectations. The Alternative Provision may happen on school site or away from school site, for example GUL, Riverbourne Farm etc.

Criteria for exiting the SEN Register

If it is felt that children are making sustainable progress, then they may be taken off the SEND register. If this is the case then the views of the teacher, SENCO, pupil and parents need to be taken into account, as well as that of any other professionals involved with the child. If it is agreed by all to take the pupil off the SEND register, then all records will be kept until the pupil leaves the school and passed on to the next setting. The pupil will continue to be monitored through the schools monitoring procedures, such as pupil progress meeting. If it is felt that the pupil requires additional assistance, then the procedures set out in this policy will be followed.

Supporting pupils and families

- Parents are welcome to read the Wiltshire Local Offer at <https://www.wiltshire.gov.uk/local-offer>
- Parents are advised to read the school's SEN Information Report and Policy as well as explore additional information available on the school website.
- The SENDCo is available for parents either informally on the gate or in the playground, over email or telephone and at parents evenings. Other meetings can be requested too.

- The Wiltshire Parent Carer Council provides a specialist consultation and participation service that enables parents and carers to voice their opinions about the services and support that their families receive. They also run a service called SENDIS which helps signpost users to the right information.
<https://www.wiltshireparentcarercouncil.co.uk/en/Signposting>
- Parents may also wish to contact other agencies to access help and support for their family and children.

Class teachers, in partnership with the SENDCo, are responsible for ensuring that pupils are able to access assessments carried out within their class. If a child's needs mean that they are unable to access standardised tests, then the SENDCo will liaise with the class teacher to assess pupils' eligibility for access arrangements.

The teachers' liaise with colleagues within the school to ensure smooth transitions between classes and year groups. In addition, Harnham Infant School carefully supports pupils in the transition to Harnham Junior School (or any other junior school or alternative setting) through liaison with their SENDCo and teaching staff, plus additional meetings and familiarisation visits as appropriate and where deemed beneficial.

Supporting pupils at school with medical conditions

The school 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 2010. Some may also have Special Educational Needs and may have an EHCP which brings together Health and Social Care needs, as well as their Special Educational Provision and the SEND Code of Practice (2014) is followed.

Admission arrangements for pupils with SEND

Normal admission arrangements apply. The Admission Policy is based on the agreed Wiltshire policy. We strive to be a fully inclusive school. All children will be treated according to their needs in line with the school's policy for equality of opportunity. No child will be denied admission because of his or her creed, race, physical ability or academic attainment. Where a child has a particular need e.g. wheelchair access, the governors will make every effort to ensure the child's needs are fully met. If a child is transferring into the school with an EHCP, or has been receiving extra support in their previous school or educational setting, the continuation of this support will be discussed with Wiltshire Council and/or the previous school, to ensure their needs can be met.

Any variation to the above will need to be agreed by the Full Governing Body.

Monitoring and Evaluation of SEND Policy and Provision

The school's SEND policy and provision is evaluated through:

- Monitoring of classroom practice and the quality of teaching by the Headteacher, Deputy Headteacher, School Improvement Advisor (SIA), Mainstream Inclusion Support Advisor (MISA) as well as Ofsted Inspectors.

- Analysis of pupil tracking data for progress and attainment, as outlined in the school's assessment calendar.
- Evaluation of intervention programmes.
- Pupil Premium tracking and analysis.
- Pupil Progress meetings.
- Monitoring of procedures and practice by SEND governor.
- School Self-Evaluation document (SEF).
- School Improvement Action Plan (SIAP).
- SEND Action Plan and reviews.
- External visits / visitors and any feedback offered.
- Meetings with parents and staff both formal and informal.

Training and Resources

In order to maintain and develop the quality of teaching and provision to respond to the strengths and needs of all pupils, all staff are encouraged to undertake training and development. All teachers and support staff undertake induction on taking up post and this includes a meeting with the SENDCo to explain the systems and structures in place around the school's SEND provision and practice, and to discuss the needs of individual pupils. Staff training needs will be discussed at this stage, and both teaching and support staff will be made aware of training opportunities that relate to working with children with SEND. In addition, SEN training is provided regularly at staff meetings for all teachers and teaching assistants.

The school's SENDCo regularly attends the Wiltshire Area SENDCo meetings and conferences along with more local cluster schools' SENDCo network meetings in order to stay up to date with local and national updates in SEND. Part of these network meetings usually involve an additional training opportunity.

Roles and Responsibilities

Governor Roles

The Governing Body of this school must:

- Do their best to ensure that the necessary provision is made for any child who has Special Educational Needs.
- Ensure that where the 'responsible person' e.g. the Headteacher, SENDCo or the appropriate Governor – has been informed by the LA that a child has Special Educational Needs, those needs are made known to all who are likely to teach them.
- Ensure that teachers in school are aware of the importance of identifying and providing for those children who have Special Educational Needs.
- Ensure that a child with Special Educational Needs joins in the activities of the school together with children who do not have Special Educational Needs, so far as is reasonably practical and compatible with the child's Special Educational Provision and learning needs.
- Report to parents/carers on the implementation of the school's policy for children with Special Educational Needs.
- Have regard to the Special Educational Needs and Disability Code of Practice (2014) whilst carrying out its duties towards all children with Special Educational Needs.

- Ensure that parents/carers are notified of a decision by the school that SEND provision is being made for their child.
- Be involved in developing and monitoring the school's SEND policy.
- Be familiar with and knowledgeable about the school's SEND policy, including how funding, equipment and personnel resources are deployed.
- Ensure SEND provision is an integral part of the School Improvement Action Plan.
- Ensure the quality of SEND provision is continually monitored and evaluated for further improvement.

SENDCo

The SENDCo at Harnham Infant School is Laura Pike who is responsible for coordinating the provision of Special Educational Needs throughout the school.

This will involve:

- Day to day operation of the Special Educational Needs policy.
- Providing advice to staff and liaising with them on the completion and implementation of Provision Groups, Learning Plans, My Support Plans and EHCPs including reviews.
- Overseeing and maintaining designated SEND resources.
- Liaising with parents/carers of children with Special Educational Needs.
- Liaising with external agencies including the LA support and Educational Psychology service, Health and Social Services and Educational Welfare.
- Attending relevant CPD to develop Special Educational Needs provision.
- Organising relevant in-service training for staff.
- Monitoring, evaluating and reporting on provision to the SEND governor on a termly basis.
- Co-ordinating provision for pupils with Special Educational Needs in liaison with the class teacher, teaching assistant and Headteacher.
- To liaise with the SENDCo from Harnham Junior School, or any other junior provision, to ensure a smooth transition from Year 2 to Year 3.
- To liaise with local nurseries and pre-schools and if needed, attend phase transfer meetings to help children settle well into our school.
- To contact and when necessary, visit the previous school of children who are moving to our school.

Class Teachers

Every teacher is a teacher of pupils with Special Education Needs, and it is their responsibility to effectively adapt lessons and teach the range of pupils in their class, using the whole school universal offer of provision. The needs of the majority of children will be met in the classroom. Teachers are expected to make every effort to ensure that children with Special Educational Needs are fully involved in the life of the class and that their achievements both academic and non-academic are celebrated. Children with additional needs work in mixed ability groups for some subjects and share in jobs and responsibilities with other members of their class.

Teaching Assistants (TAs)

The Teaching Assistants are a valued member of the teaching team in the area of Special Educational Needs. Programmes of work are drawn up, modified and evaluated by the class teacher and TAs working together. The TA is responsible for supporting the teaching, recording the child's responses and reporting back to the class teacher on a regular basis. Each TA is assigned to work in a classroom in order to support the teacher with groups or occasionally with individual

children who are in greatest need. We recognise that it is important that TAs facilitate independence and access to learning and social interaction for the child without fostering dependence. The school is also aware of the need to socially integrate all pupils, especially those with SEN and holds regular social skills groups for children to lift their self-esteem and promote their interaction with other members of their peer group.

Speech and Language (TA)

Specific targets that have been recommended by a Speech Therapist, are worked on three times a week. Mrs Dana Hopkins has been employed specifically to ensure that children make progress towards their Speech and Language targets through her interventions with them. Regular review meetings take place with the Speech Therapist and SENDCo too.

Emotional Literacy Support Assistant (ELSA)

Where children may need additional support or have specific targets related to their social and emotional needs or behaviour, they may work with the school's ELSA, Miss Jessica Dominy to help them make progress towards these. This is always in consultation with the class teacher, parents and SENDCo and compliments the work in the classroom too.

Senior Mental Health Lead (SMHL) and Thrive Practitioner

Mrs Kate Drennan is our school's Senior Mental Health Lead and Thrive Practitioner. She oversees the work of the ELSA and liaises closely with the SENDCo to ensure that children with SEMH needs are able to receive timely support through universal, targeted and specialist interventions.

Storing and managing information

Documents relating to pupils on the SEND register will be stored in the SENDCO's locked filing cabinet and cupboard. Electronic documents are stored on the secure schools' staff network and uploaded to CPOMS. Some documentation, such as reports from Speech Therapy, will be uploaded to Insight for teachers to access and to feed into the targets and reviews in the Provision Maps and Learning Plans.

SEND records will be passed on to a child's next setting when they leave Harnham Infant School. Storing and managing SEND records happens in line with the Harnham Infant Information Management Policy.

Any email relating to a child will refer to them by their initials only. Confidential information including reports, plans and documents involving personal data will be password protected or sent securely using the Egress platform.

Accessibility

There is wheelchair access to most parts of our school and playgrounds. There are three disabled toilets which have grab rails and extra wide doors for wheelchair access.

Harnham Infant School identifies and removes barriers to learning by providing all pupils with a broad and balanced curriculum, adapted to meet the needs of individual pupils and their preferred learning styles.

Current targets, strategies and outcomes of Harnham Infants accessibility planning approach include continuing to seek and follow the advice of LA services, appropriate health professionals and guidance from the DfE.

Harnham Infants increases and promotes access for disabled pupils to the curriculum by:

- setting suitable learning challenges

- taking account of pupil's diverse learning needs
- overcoming potential barriers to learning and assessment for individual and groups of pupils.

Harnham Infant School improves the delivery of written information to disabled pupils by taking account of the needs of pupils and visitors with physical difficulties and sensory impairments when planning and undertaking future improvements and refurbishments of the site and premises, such as improved access, lighting, acoustics, colour schemes and more accessible fixtures and fittings.

Parents are welcome to read the Harnham Infant Accessibility Plan. It can be found on the website or is available from the school office.

Complaints

If parents or carers have a complaint concerning provision for their child, they will be able to follow the procedure set out in the Complaints Policy, available on the school website or on request from the school office.

Dealing with Bullying

Harnham Infant School does not tolerate bullying of any pupil. Harnham Infant School deals with bullying in accordance with the Anti-Bullying Policy.

Date of Review

This policy will be reviewed annually.

Policy Reviewed: November 2025

Next review date: November 2026

Reference and relevant policies and procedures

Guidance from the SEND Code of Practice (June 2014)

Equality Act 2010: advice for schools DfE Feb 2013

Children's and Families Act 2014

NASEN help sheet for updating SEN Policy for schools (www.nasen.org.uk)

Statutory Guidance on Supporting pupils at school with medical conditions, April 2014

Anti-bullying policy

Accessibility plan

Complaints procedure

Information management policy

Managing medical conditions in School policy

Data protection policy