

**ABBAY VILLAGE PRIMARY SCHOOL**  
**SPECIAL EDUCATIONAL NEEDS (SEND) INFORMATION REPORT**  
**2023 - 2024**



**Reviewed September 2023**

# Abbey Village Primary School SEND Information Report

This Information Report outlines Abbey Village Primary School's approach to Special Educational Needs and Disabilities (SEND).

Welcome to our SEND Information Report which is part of the Lancashire Local Offer for learners with Special Needs and Disability (SEND). All governing bodies of maintained schools have a legal duty to publish information on their website about the implementation of their policy for pupils with SEND. This information is updated annually.

## Our Vision

At Abbey Village Primary School we support and value the abilities of all our pupils and we promote an inclusive environment where all staff support children to achieve their best intellectually, creatively, emotionally, physically, spiritually, culturally and morally. Learning will take place in the caring and supportive environment of a school that aspires to provide the highest standard of education and care and that is proud to be at the heart of the local and wider community. We want our children to be confident, happy and healthy individuals, successful learners and responsible citizens.

We believe that:

- All pupils are entitled to a broad, balanced, relevant and differentiated curriculum.
- All pupils are entitled to be valued by all staff for the individual contribution they make and therefore, are entitled to experience success and feel positive about themselves.
- All class teachers, together with the Senior Leadership Team, will accept responsibility for pupils with SEND. All teachers are recognised as teachers of every child.
- More able pupils who also have SEND may require special provision or consideration to achieve their full potential.
- Many pupils, other than those identified by the setting may need temporary help and support during their school life as they face setbacks.
- A graduated approach is followed when supporting children.

## What is SEND?

The Special Educational Needs Code of Practice (2015) states that:

*"A pupil has SEND where their learning difficulty or disability calls for special educational provision, namely provision different from or additional to that normally available to pupils of the same age".*

This means that a pupil may need:

- Special resources to help them in the classroom.
- To be part of a small group with an adult to help them with their work, their social skills, developing independent skills or their emotional well-being.
- To work with someone specially trained to help them in the area that they need. (Usually someone from outside school).
- To have a SEND Support Plan detailing individual targets. (TLP or EHCP)
- To have a One Page Profile (TLP) which tells all the adults working in school what the pupils' strengths are and how

## Areas of need

There are four areas where a pupil may have a difficulty that means they are considered to have SEN. They are:

**Communication and Interaction** – this includes speech and language and social communication difficulties, which includes Autism.



**Cognition and Learning** – this is where a pupil is learning at a slower pace than others in their year group.



**Social, Emotional and Mental Health** - this includes pupils with challenging behaviour, anxiety, ADD (attention deficit disorder), ADHD (attention, deficit, hyperactivity disorder) or attachment disorder.



**Sensory and/or physical needs** – this includes hearing difficulties, visual difficulties, mobility difficulties and sensory processing difficulties.



**It is possible for children to have more than one area of need**

### **Who is responsible for children with SEND?**

Shelley Bennett (Head Teacher) is our school Special Educational Needs Coordinator (SENDCO)

She is supported by Ms Cassandra Wharmby (Class Teacher) who holds the National SEND Qualification

And can be contacted through the school office, via telephone 01254 830489 or directly via the school email address

[head@abbeyvillage.lancs.sch.uk](mailto:head@abbeyvillage.lancs.sch.uk) or [bursar@abbeyvillage.lancs.sch.uk](mailto:bursar@abbeyvillage.lancs.sch.uk)

### **How will the school know my child needs special educational provision?**

Adults may have concerns or notice little or no progress is being made. Teachers will know this because:

- They continually assess the children as part of their daily teaching. If needed, some children will then be taken for interventions (extra learning) as part of a small group or on their own with an adult.
- They meet termly to look at the progress all pupils are making and identify any who are not making progress or who have made slow progress, so that they can support them.
- They will review support and interventions (extra group sessions) every 6-8 weeks to make sure progress is being made.
- Some pupils will have a Targeted learning Plan which will be shared with parents, reviewed and renewed regularly.
- They discuss children causing any concern weekly in meetings.
- Staff receive training to help identify and support children who are experiencing difficulties.
- The SENCO will liaise with Nursery providers to share information on children transitioning into the setting, holding an enhanced transition meeting if necessary.

School can be alerted by Parent/Carers with their concerns.

School can be alerted by other professionals working with the child or family outside of school.

### **How can I let the school know I am concerned about my child?**

- First, talk to your child's teacher. If necessary, they will talk to the SENCO about your concerns. The teacher will let you know what will happen next.
- If you are still concerned you can ask to meet with the SENCO / Head Teacher

Schools are required by law to provide an education for all pupils regardless of their ability or special needs. Every child's education is equally important. If the SENCO and your child's teacher agree that your child has SEND, we will take a 'graduated approach' – this means 'step by step'. For full details of the graduated approach, please refer to our SEND Policy which is published on the school website.

[www.abbeyvillage.lancs.sch.uk](http://www.abbeyvillage.lancs.sch.uk)

### **How will the parents be consulted regarding the education and progress of children with SEND?**

- The class teacher will talk to you.
- Any concerns will be shared and discussed at Parent/Carer Consultation Evenings.
- You will be invited to a meeting in school with relevant staff if concerns are raised about your child who will be supported following a graduated approach.
- The progress of all children is reported to parents verbally three times per year and in writing through Annual Reports at the end of every academic year.
- Children with an EHC will be helped to complete an 'All about Me' page that explains how they feel the adults working with them can best support them.

- Personalised targets are set, agreed and reviewed with parents. This is known as a Targeted Learning Plan (TLP)
- Children and parents of children who have Education Health and Care Plans (EHCPs) will be invited to meet the SENCO (Mrs Bennett) to review progress. The views of the child and the parents will form a key part of these discussions.
- Parents/Carers will be involved in all decisions to add or remove children from SEND support, if any changes to EHCPs, or if referral to outside agencies is being considered.
- Class teachers will be available at the beginning and end of each day if you wish to raise a concern.
- Arrangements can be made to speak in more detail to the class teacher or SENCO at any time by appointment.
- Parents can access the services of Lancashire Information and Advice for SEND (IAS) who provide impartial and confidential support relating to special educational needs.

For general information about SEND or to find out if the service can help you contact:

Tel: 0300 123 6706

Monday to Friday 9am to 5pm

Email: [information.lineteam@lancashire.gov.uk](mailto:information.lineteam@lancashire.gov.uk)

Web: <https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/getting-help/information-advice-and-support/>

The IAS Team was previously the SEND Information Advice and Support Service (SENDIASS) and the Child and Family Support Team. You may also have heard of the Parent Partnership Service which SENDIASS replaced in 2014.

#### REMEMBER!

If Parent/Carers or children have any concerns about learning, progress and development then please discuss this with the class teacher or make an appointment to meet with Mrs Bennett (SENDCO/ Head Teacher).  
We will listen and work with you to meet the needs of your children.

#### **What are the different types of support available for children with special educational needs?**

- Teaching that is personalised to the child within the classroom.
- Resources that are personalised to the child within the classroom.
- Small group work (interventions) for example: Literacy, Maths, spellings, Nessy, Toe by Toe, handwriting/fine motor, social skills, Emotional Literacy, ELSA, Art groups or Lego groups.
- Lucid Rapid Dyslexia Screening for all children – completed in school
- Individual learning with an adult.
- Interventions with an Inclusion Teacher.
- School based Speech and Language sessions.

The provision for pupils with SEN is assessed and evaluated regularly using a range of strategies including:

- Provision mapping
- Termly assessment
- Evaluation of targets
- Evaluation of interventions
- Regular discussions with governors.

School will follow the graduated approach with an assess, plan, do, review cycle with good practice being built upon to ensure appropriate targets and support is in place. This support can vary from quality first teaching to SEND support and Education Health and Care Plans. Sometimes we access support from other people outside of school, these include:

- Lancashire Inclusion service
- CISS – Highfield Learning Hub
- Educational Psychologist Service
- Occupational therapy
- Sensory Integration Therapy
- School Nursing Team
- Child and Adolescent Mental Health Service (CAMHS)
- NHS Speech and Language Team
- Early Years Inclusion Service
- Counsellors
- Art/drama therapists
- Child Development Centre
- Education Welfare Officer
- NSPCC
- Barnardo's
- Social Care
- Art/Drama therapist
- Health Visitors



More information about the Local Authority's Local Offer for children and young people with SEN and their families as well as the above services can be found on the Lancashire County Council website at: <https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/your-local-offer/>

### **How is the decision made about the type of support and how much support my child will receive?**

At Abbey Village we use a SEND Provision Map to plan the type of support, and how much support, each child will receive. This is reviewed and updated each term by the Senior Leadership Team to make adjustments such as the allocation of 1:1 support or intervention groups as required by the children. The level of provision required is informed by the ongoing monitoring and assessment of children's progress.

Appropriate arrangements and adjustments are made for children sitting Statutory Assessment Tests (SATs) at the end of Key Stage 2 who have an identified need. These can include:

- Someone to read the paper to the child

- Someone to write down their answers
- Extra time to complete the papers
- Exemption from participation
- Parents are informed of the support your child is given and your views are taken into account.

#### **How are the adults in school helped to work with children with SEN?**

- The SENCO is a qualified teacher who has the skills and experience to work with and support staff and children with SEN.
- Staff training takes place regularly to help all staff understand and teach children with SEN.
- Individual teachers and support staff attend training courses run by outside agencies that are relevant to the needs of the children.
- Other specialist professionals are able to offer advice to class teacher and LSAs.

#### **How do parents/carers and children with SEN share their views and concerns and work with the school?**

Parent/Carers can discuss their views at any time but they may include:

- Parent/Carer Consultation Evening.
- Targeted Learning Plan reviews.
- Regular meetings, including Early Help meetings with Family Health and Wellbeing Team.
- Annual Reviews for pupils EHC (Education, Health and Care) plans.

#### **If I have a query about the support my child receives, what do I do?**

- Talk to your child's teacher.
- Ask to meet the SENCO / Head Teacher (Mrs Bennett).

#### **What happens when my child starts Abbey Village?**

- For children starting at Abbey Village in reception, the class teacher will visit nursery in the summer term prior to them starting in the September. Sometimes the school or nursery will also host a transition meeting.
- Information will be gathered regarding any SEND and any necessary support will be put in place on their entry to school.
- We encourage all new children to visit the school during planned induction sessions. More are provided if required.
- We write social stories with children if transition is potentially going to be difficult.
- Additional visits to school will be encouraged to assist with the acclimatisation of the new surroundings or a staggered induction period will be planned to ease the transition.
- Meetings will be arranged for those children who are already known to Early Years SEND services to make school aware of their needs and to ensure that the correct support is in place.

### **What happens when my child transfer to secondary School?**

- Each Year pupils in year 6 visit their forthcoming Secondary School for taster sessions and also
- Secondary Teachers from the Local Schools visit to help ease the transition from Year 6 to Year 7.
- Some of our pupils require more time to visit their secondary school in order to ease transition.
- The SENCO arranges opportunities for these pupils to have extra induction sessions with the support of the
- Pastoral Team at their forthcoming high school.

### **What if my child joins mid-year?**

We liaise closely with staff when receiving and transferring children to different schools ensuring all relevant paperwork is passed on and all needs are discussed and understood. In year transition is supported with visits to the new class. If the previous school uses the CPOMS recording system, records are transferred

### **How will children with SEND be included in activities outside the classroom including school trips?**

- Class trips are open to all pupils and all activities are accessible to all children.
- If a venue or activity is not suitable for all pupils then it will not be chosen.
- Risk assessments are carried out and procedures are put in place to enable all children to participate.
- Abbey Village operates a daily Breakfast Club and After School club available to all pupils.
- There are opportunities for all junior pupils to take part in weekly Music lessons (currently ukulele)
- A variety of after school clubs are run and all children can access these clubs. In addition, pupils can take part in various sporting activities across the year such as multi-skills, invasion games, football, performing arts and a swimming gala.
- All children with SEND are encouraged and challenged to achieve positions of highly regarded roles and responsibilities across the school such as digital leaders and school councillors.

### **How will the curriculum be matched to my child's need?**

All teaching staff are well qualified to ensure that work provided matches the ability of each child – ensuring all children are adequately challenged. Our bespoke curriculum has been carefully crafted by our school staff / leadership team to ensure that it reflects the needs of the children within our school community – taking note of cultural capital , backgrounds and heritage and ability – whilst following National Curriculum Guidelines. Support is available from school staff to ensure that your child can access their work and continue to make good progress from their starting points. We ensure that no child is left behind and all are included in all subject areas.



### **How do you supervise playtimes and lunch times?**

Two members of staff (minimum) supervise each break time and Welfare Staff supervise children in the dining hall and in play areas at lunch times. Alternative arrangements are made for pupils who may need support during lunch times or extended play periods.

### **How do you keep children safe?**

- The Head Teacher carries out Risk Assessments where necessary.
- All children are included in all parts of the school curriculum and we ensure all children are included on school trips.
- We provide the necessary support to ensure that this is successful
- A risk assessment is carried out prior to any offsite activity to ensure everyone's health and safety will not be compromised.
- Learning Support Assistant (LSA) support is available across the school but some classes have additional adult support if required.
- If required, a handover is carried out by the Learning Support Assistant (LSA) or class teacher to the appropriate parent/carer.
- There are parking spaces by the school along Bolton Road or on the staff car park for pick up and drop off points.
- A member of staff is always available on each gate after school to ensure the safety of children leaving the premises.
- Parents can access the behaviour policy, Behaviour Handbook, safeguarding and child protection policy and Anti-Bullying Policy on the school website.

<https://www.abbeyvillage.lancs.sch.uk/page/school-policies/54811>

### **How do you provide pastoral and social support?**

We are an inclusive school, we welcome and celebrate diversity. All staff believe that children having high self-esteem is crucial to a child's well-being. We have a caring, understanding team looking after our children. The class teacher has overall responsibility for the pastoral, medical and social care of every child in their class, therefore this would be the parents first point of contact. If further support is needed:

- The class teacher liaises with the SENCO for further advice and support.
- Children identified with social and emotional difficulties may partake in group or a one-to-one intervention programmes.

### **How do you manage the administration of medicines?**

Parents should contact the class teacher if medication has been prescribed by Health Professionals to be taken during the school day. On a day-to-day basis the Admin staff generally oversees the administration of any medicine. All medicine should be recorded in a medicine book along with details of dosage and frequency. Authorisation from parents must be given to school in order for school to administer medicines. Medicines are stored in a medicines box either in the main staff fridge or in the classroom. All medicines must be clearly labelled with the child's name. A member of staff will record in the medicine book when medicine has been administered using date, time, dosage and signature of person giving the medicine.

### **What if my child needs a care plan?**

Care plans are drawn up by the school nurse in collaboration with parents, pupils and school staff. Care plans are passed on to the relevant Class Teacher and the master copy is kept securely in SEN records. All support and teaching staff are kept regularly up to date with First Aid Training to ensure staff are familiar with what action to take in the event of an emergency. As a staff, we have regular training and updates to support any children with a known medical condition, for example Epipen training has been provided in the past by the School Nurse or other NHS professional to ensure the relevant staff are conversant with the appropriate action or medical procedure required. Epilepsy training has been provided by the Epilepsy nurse to support the administration of medicines or to deal with emergency procedures. Emergency information documents are kept in the pupils SEN folder in case of a medical emergency. This information will be passed on to the first responders (paramedics) and parents will be contacted.

### **How accessible is the school for my child with SEN?**

We are fully committed to ensuring that Abbey Village is accessible to all children and will always be happy to discuss individual requirements where necessary. Abbey Village Primary School's buildings and grounds are adapted to be as accessible as possible for children with additional needs. There is an accessible toilet with changing facilities. Specialist equipment for children with SEND may be provided and we work with professionals, eg occupational therapists and physiotherapists, to best meet these needs.

Abbey Village Primary School accessibility plan is available at:

<https://www.abbeyvillage.lancs.sch.uk/page/our-local-offer-send-information/54804>

### **What arrangements are made by the governing body relating to the treatment of complaints from parents of pupils with SEND concerning the provision made at school?**

In the event of a complaint, we find that most issues can usually be resolved through discussion with the Headteacher and we encourage dialogue to try and resolve any issues together without having to instigate the formal complaints process. However, in the event that this is not possible, parents can access our formal Complaints Procedures on the school website.

### **How does the governing body involve other bodies, including health and social services bodies, local authority support services and voluntary organisations in meeting the needs of pupils with SEND and in supporting the families of such pupils?**

The Chair of the governing body meets regularly with the Headteacher to discuss school needs and the involvement of outside agencies. At Abbey Village the SEND governor is Mrs Alison Hazlewood. Mrs Hazlewood meets regularly with the SENCO to discuss the needs of our pupils and families and the involvement of outside agencies. The Headteacher produces a termly report for governors which contains a SEND update. This is discussed at each full governing body meeting.

## How can I contact support services for parents of children with SEN?

The best person to contact if you have any queries with regard to SEND provision at Abbey Village is:

Headteacher /SENCO Mrs Shelley Bennett [head@abbeyvillage.lancs.sch.uk](mailto:head@abbeyvillage.lancs.sch.uk)

Additional advice and support is available from the SEND Information Advice and Support (IAS) who can be contacted on:

Tel: 0300 123 6706

Monday to Friday 9am to 5pm

Email: [information.lineteam@lancashire.gov.uk](mailto:information.lineteam@lancashire.gov.uk)

Our SEND Case Manager (Special Educational Needs and Disability ) is Kelly Hayes and she can be contacted at: SEND, 4th Floor, Joint Divisional Offices, East Cliff, Preston, PR1 3JT. Telephone 01772 531581.

You can access the Local Authority's Local Offer by visiting

<https://www.lancashire.gov.uk/children-education-families/special-educational-needs-and-disabilities/your-local-offer/>

You can access our own Local Offer by visiting the school website at [www.abbeyvillage.lancs.sch.uk](http://www.abbeyvillage.lancs.sch.uk)

And follow the link on the left, key information, Our Local Offer and SEND information.

## Where can I find information about the school's approach to pupils with SEN?

Full details can be found in the school's SEND Policy, which is available on the school website:

<https://www.abbeyvillage.lancs.sch.uk/page/our-local-offer-send-information/54804>

## Lancashire County Council – contact details

[www.lancashire.gov.uk/council/get-involved/contact](http://www.lancashire.gov.uk/council/get-involved/contact) Email: [enquiries@lancashire.gov.uk](mailto:enquiries@lancashire.gov.uk)

Service	Number	
Corporate Services	Signposting / General enquiries	0300 123 6701
	Libraries	0300 123 6703
	Library Service Automated Renewal Line	0300 123 6704
	Registration and Certification Service	0300 123 6705
	School Admissions	0300 123 6707
	School Appeals	0300 123 6708
Care Connect	Lancashire Adult College	0300 123 6709
	Social Care	0300 123 6720
	Safeguarding Adults	0300 123 6721
County Benefits Service	Emergency Duty Team	0300 123 6722
	Care And Urgent Needs	0300 123 6735
	Blue Badges	0300 123 6736
	NoW Card	0300 123 6737
	Schools Transport	0300 123 6738
Local Inclusion Offices	Welfare Rights	0300 123 6739
	South (Preston, Chorley, South Ribble, West Lancashire)	01772 531 597
	East (Hyndburn, Ribble Valley, Pendle, Burnley, Rossendale)	01254 220 553
	North (Lancaster, Fylde, Wyre)	01524 581 200
Other Useful Numbers	Family Information Service	0300 123 6712
	Carers Lancashire	0345 688 7113
	SEND Information, Advice and Support Team	0300 123 6706
	Children & Family Wellbeing Service	0800 511 111

