

# Special Educational Needs and Disability Information Report



## Special Educational Needs and Disability Information Report

<b>Name of Setting</b>	Wistaston Academy
<b>Type of Setting</b> <i>(tick all that apply)</i>	<input checked="" type="checkbox"/> <b>Mainstream</b> <input type="checkbox"/> Resourced Provision <input type="checkbox"/> <del>Special</del> <input checked="" type="checkbox"/> <b>Early Years</b> <input checked="" type="checkbox"/> Primary <input type="checkbox"/> <del>Secondary</del> <input type="checkbox"/> Post-16 <input type="checkbox"/> Post-18 <input type="checkbox"/> Academy <input type="checkbox"/> <del>Free School</del> <input type="checkbox"/> <del>Independent</del> <input type="checkbox"/> <del>Voluntary Aided</del> <input type="checkbox"/> Other (Please Specify) <input style="width: 100px; height: 15px;" type="text"/>
<b>Specific Age range</b>	3-11
<b>Number of places</b>	Mainstream places (PAN) 60 per year The school currently has an Enhanced Resource Provision with 14 places. This is due to be increased in September 2024 to 24 places.
<b>Which types of special educational need do you cater for? (IRR)</b>	<div style="border: 1px solid black; padding: 5px;"> <input checked="" type="checkbox"/> We are an inclusive mainstream setting catering for children and young people with a wide range of needs who are able to demonstrate capacity for accessing the mainstream curriculum with differentiation and support.         </div> <div style="border: 1px solid black; padding: 5px; margin-top: 10px;">           Wistaston Academy also has an Enhanced Resource Provision for 14 pupils with complex Communication and Interaction needs meaning that their needs cannot be met appropriately in a mainstream setting.         </div>

Each section provides answers to questions from the Parent/Carer's Point of View. The questions have been developed using examples from Pathfinder authorities, such as the SE7 Pathfinder Partnership, in conjunction with questions from Cheshire East parent carers.

The requirements for the SEN Information Report have been incorporated into this document. Questions providing information required as part of the Information Report Regulations are shown using the letters **IRR** (Information Report Regulations).



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### Questions from the Parent/Carer's Point of View:

#### Identification

##### How will you know if my child or young person needs extra help? *(IRR)*

A central ethos to Wistaston Academy's practice is identifying specific learning needs and disabilities (SEND) with the support of parents and carers at the earliest opportunity. Early identification of SEND is vital to ensure a child can develop within a classroom environment in line with their peer group. Identifying needs can happen in a number of ways including parental concerns, school staff observations and concerns raised by other professionals the child may have contact with, for example, paediatricians. When a concern is raised it may be necessary for the Academy SENDCO to approach a professional to support the early identification of SEND. The Academy also employs a speech and language therapist who will screen children on entry as well as a consultant Educational Psychologist, both on a Service Level Agreement. Early intervention can prevent the need for more specialist support later on.

Staff at the school receive regular tailored training for current SEND needs fostering early identification and effective support for children. Staff are encouraged to share concerns about children and specialist knowledge at regular staff meetings and a SEN procedures document has been implemented on the identification of pupils with SEND. The SENDCO at Wistaston Academy has a 0.8 non-teaching role which means that regular observations of pupils can be held, as well as there being greater availability for parental meetings.

Once any SEND needs have been identified, the SENDCO will advise your child's teacher of ways to ensure their classroom practice is inclusive for your child and that quality teaching supports their needs. For example, your child's work will be adapted to their specific level and support strategies are in place in the classroom so your child can become a confident and independent learner. Support strategies may include visual timetables, reading overlays, Kagan collaborative group work or the use of an IPAD to record work using a variety of stimulating media.

In addition to the specialist advice provided by the Speech Therapist and Educational Psychologist, from September 2022, there has also been a full time Mental Health Practitioner employed by the school. This is a new role following the success of the NHS Education Mental Health Practitioner support provided by the NHS in 2021-22. This role means that children and families are able to access support much earlier than previously possible through the NHS and staff are able to access a higher level of specialist knowledge in Mental Health and Wellbeing from within school.



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### **What should I do if I think my child or young person needs extra help?**

Concerns should initially be raised with the classroom teacher who will refer more specialist matters to the school SENDCO who in turn will discuss them with families, staff working with the child and the child themselves where appropriate. The discussion will identify any barriers to learning the child might have and identify provisions that will enable the child to learn to their best potential. It is recognised that no two children are the same and provisions will differ from child to child. For example, provisions may vary from advising the classroom teacher on ways to differentiate the curriculum to more specific intervention programmes being delivered to the child. Those children with more specialist needs may be referred to other agencies who will offer advice and support to the SENDCO. If a SEND need is identified, the SENDCO will add your child's name to a register of pupils in order to monitor their progress. Staff will reassure parents that a diagnosis is not required for additional support in class to be put in place. Teaching staff are aware of the importance of meeting needs regardless of a diagnosis.

### **Where can I find the setting/school's SEND policy and other related documents? (IRR)**

The Academy's SEND policy and other related documents can be found on our website.

## **Teaching, Learning and Support**

### **How will you teach and support my child or young person with SEND? (IRR)**

The Academy teaches pupils with SEND in accordance with the Cheshire East Area Wide Offer available here: <https://www.cheshireeast.gov.uk/livewell/local-offer-for-children-with-sen-and-disabilities/local-offer-for-children-with-sen-and-disabilities.aspx>.

Once any barriers to your child's learning have been identified, the SENDCO will advise your child's teacher of ways to create a fully inclusive classroom and your child will be added to a SEND register. The register will allow the SENDCO to plan for targeted support for groups and individual children and track attainment of your child against the attainment of their peer group. Staff will create a SEN Support Plan and this will be shared with parents. If the barriers identified can be met through Quality First Provision, they will not need to be added to the SEND register or have a SEN Support Plan however, they may be added to a monitoring list known as 'First Concern'. Parents and carers will be consulted on their child's needs and the appropriate intervention/support required and will then need to give agreement to this by signing a First Concerns Profile (a document outlining your child's strengths, areas of difficulties, outcomes and strategies to aid progression). Families may also book appointments to see the classroom teacher and/or SENDCO to discuss their child further.

Bespoke support strategies will be put into place including a high standard of learning programmes which naturally support children with SEND. The Read Write Inc (RWI) programme for example is supported by a one to one provision called hotlisting which boosts children's reading; other academic areas are boosted by a strategy called precision teaching. Precision teaching addresses a very specific gap in a child's knowledge by repeating teaching over and over allowing children to



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consolidate learning. The pace and intensity of these interventions aims to accelerate progression and close any gaps in learning so children with SEND are working in line with their age-related peers. The Academy also offers a wide range of published SEND resources and we have a speech and language therapist and Educational Psychologist who both work in school on a half-termly basis. Your child may also need to access specialist support from professionals outside of school, including the Cheshire East Educational Psychologist and the Autism Team (CEAT).

For those children requiring additional support in non-academic areas, there are a range of interventions available including anger management, social skills groups and Friendship Terrace. We have a full time Family Support and Attendance manager who also communicates with a range of outside agencies to support children with additional needs.

For children with complex needs, particularly around Communication and Interaction, we have a school- initiated alternative provision called The Hub for those children who have social and communication difficulties. Many of the children have a diagnosis of autism or global delay but these are pre-requisite for entry. This has been highly successful in enabling children to access carefully selected elements of the mainstream provision whilst also accessing bespoke timetables to focus on their needs and is now a Local Authority 'Enhanced Resource Provision' (ERP). The learning in the alternative provision is structured and allows time for the children who are working significantly below the age-related expectations to focus on the barriers to their progress. The children accessing The Hub have an EHCP in place which names ERP and require additional time to work on skills linked to their outcomes from these. Additional adults are able to deliver bespoke packages for SaLT, social skills and support developing toileting skills etc. Teaching is delivered in small steps and short bursts and based around their individual interests and targets. The children involved in The Hub are regularly assessed using the Cherry Garden assessment framework and the Engagement Model (if appropriate) in order to determine progress and areas of further development. If it is felt your child would benefit from this, a meeting will be held between the SENDCo and parents.

Professional development opportunities and training of all staff in the school including midday supervisors and governors ensure that high quality differentiated learning opportunities happen at all times of the school day both inside and outside the classroom.

### How will the curriculum and learning environment be matched to my child or young person's needs? *(IRR)*

Adapting the curriculum through scaffolding of work for all children will be the responsibility of the classroom teacher. Those pupils identified with having an aspect of SEND will be known to the classroom teacher and their areas of strength and weaknesses will be planned for through differentiation and other adaptive strategies. The level of differentiation will differ for each individual child. For example, a child may benefit from using a variety of iPad applications to support writing and to boost confidence. iPad technology allows children to record their ideas visually, auditorily and kinaesthetically. Work can be edited instantly to



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develop writing skills and text can be enlarged instantly supporting children with visual impairments. For those children with language processing difficulties visual prompts (time trackers, visual timetables, now and next prompt cards) can be adapted to support specific barriers personalised to the child. Wistaston Academy will also use resources and equipment recommended by other professionals involved with your child.

The school uses a password protected management system called Arbor and CPOMS to record all information about pupils SEND and medical needs which is monitored by the SENDCO and relevant staff working with your child. This system is linked to a detailed assessment tool allowing instant access to your child's attainment and progress data alongside SEND needs allowing staff to effectively plan targeted support. The class teacher will be encouraged to discuss targeted support with specialist staff in school, for example the SENDCO, Speech and Language therapist and Read Write Inc manager. All support will be overseen by the SENDCO and monitoring of pupils' progress will take place at SEND meetings held between the class teacher and SENDCO.

The children on the SEND register have a SEN Support Plan which details a child's attainment, strengths, areas of needs and strategies being implemented to support them. Any interventions they receive together are monitored on a whole school provision map. This document is used to record any additional support given. Your child may also be allowed additional support during examinations, for example, additional time or a reader. The school will use additional assessment tools to evidence the need for this support.

Cheshire East have published a [toolkit \(click to access\)](#) to aid in identifying strategies and next steps for children's learning. Wistaston Academy uses this for those children on the SEN Register.

### How are the setting, school, or college's resources allocated and matched to children or young people's needs?

A proportion of the SEND budget is used to support class-based provision. The SENDCO and other members of the Senior Leadership Team will ensure that quality first teaching uses available provision for SEND learners effectively in the classroom. It is expected that classroom teachers effectively manage physical resources such as the use of sloping boards, coloured overlays, cream paper, pencil grips, concentration screens and IT programmes including 2Type. The school has invested in dyslexia friendly provisions including Read, Write Inc.

An additional proportion of the budget is allocated to provisions additional to the general classroom-based support including the intervention Read Write hotlisting, BRP, Nessy, precision teaching and other generally available published intervention programmes used in Primary settings. In some circumstances, additional support is required through experienced personnel including highly trained teaching assistants, therapists and other qualified professionals.

There may be occasions when a fidget toy, ear defenders or piece of jewelry would benefit a child's concentration and help to reduce anxiety. This decision should be made in conjunction with the class teacher and SENDCO before items are sent in from home.



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The Academy follows the Cheshire East guidelines for applying for additional funding through the EHCP or Early Years procedures. Funding is matched to the provision required which enables pupils to achieve their best academic potential, as high expectations of all our children is central to the Academy's ethos. The SEND budget is the responsibility of the Principal and Senior Leadership Team including the SENDCO. Regular monitoring takes place to ensure that all resources and provisions are allocated effectively supporting all children's needs.

#### **How is the decision made about what type and how much support my child or young person will receive? Who will make the decision and on what basis? (IRR)**

When a child's SEND has been identified, outcomes and provisions will be discussed between parents, staff and the pupil. Academy staff will brief the families and pupil (where appropriate) on the resources and provision that will be implemented. On occasions the school may seek the support of other agencies and professionals to support this process and also when a difference of opinion about the nature of the provision has been raised. The aim of the decision making is to ensure the voice of both families and child are fully involved with any provision that is different from or additional to that received by the child's age related peers.

#### **How will equipment and facilities to support children and young people with SEND be secured? (IRR)**

The Academy offers a range of facilities and equipment to support pupils with SEND. The needs of SEND children can change on a day to day basis, and it is the role of the class teacher, in liaison with the SENDCO, to ensure that up-to-date resources are available to support children. The resources are allocated across the Academy dependent on class needs. The SENDCO also has a central bank of resources which are available to staff on request. On occasions more specialist equipment will be required, for example, sensory equipment and occupational therapy services. The SENDCO will liaise with families and external advisory agencies to gain advice on how to procure this specialist equipment.

#### **How will you and I know how my child or young person is doing and how will you help me to support their learning? (IRR)**

Wistaston Academy sets high expectations of accelerated progress for all learners including those who are academically behind their peers. It is the responsibility of the class teacher to monitor children on a day-to-day basis and identify areas of need to narrow the gap between the child and their peers. Those children with more significant needs may require families to have daily contact with the class teacher to discuss where support can be continued effectively at home. The communication between families and school can happen in a number of ways including informal discussions at the end of the school day (during COVID-19, this would be done via telephone calls) and in special circumstances, where all parties agree it would be beneficial, a home school communication log book. Parents of children attending The Hub have the opportunity to speak to class staff on a daily basis, have access to Tapestry to view progress and are able to contact staff on a designated phone line. All year groups have a dedicated email address for parents to share information or ask questions directly to the teachers in that year group.

The children will be formally assessed termly. At this point, pupil progress meetings will be held between the class teacher, SENDCO, phase leaders and the Principal. Information about pupil progress is shared at parents' evenings and SEN Support Plans or First Concerns Profiles (documents of needs) will also be



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discussed at least once a term. The SENDCO also invites parents into school to discuss pupil progress of children with more specific needs. For those children who have EHC Plans, an annual review meeting will be held. Parents are welcome to request appointments at any time to discuss their child's progress. The SENDCO at Wistaston Academy has a 0.8 non-teaching role which means that regular observations of pupils can be held, as well as there being greater availability for parental meetings. In addition to this, drop-in sessions are available for parents to discuss any aspect of SEND. Workshops are available on request to support parents in understanding and delivering our Read Write Inc and other interventions at home.

### How does the setting, school or college consult with and involve children and young people with SEND in planning and reviewing their education? *(IRR)*

Pupil voice is vital for the success of any intervention and plans made about their education. At Wistaston Academy the opinions, thoughts and feelings of pupils have historically and currently informed how we deliver interventions and provisions to children with SEND. The SENDCO, class teachers and leadership team regularly meet with children to discuss how the children feel they learn best. For example, school staff will regularly eat with children at lunchtimes and hold celebration assemblies. Some children attend meetings about their education where appropriate, others are able to contribute to the meetings without having to attend via written or recorded methods. On occasions a familiar adult or advocate will represent a child.

### How does the setting/school/college assess and evaluate the effectiveness and sufficiency of its arrangements and provision for children and young people with SEND? *(IRR)*

The class teacher is responsible for monitoring the day-to-day progress of a child against desired outcomes and ensuring the effectiveness of an intervention. The nature of interventions available allow staff to measure progression following this model (a baseline assessment and post-intervention assessment are taken). The Principal and leadership team including the SENDCO undertake regular monitoring of pupil progress and the effectiveness of the varieties of provision. Class teachers and staff delivering interventions are regularly observed to ensure quality teaching and accelerated progression for children.

The views of pupils are sought as part of the intervention process and parents are encouraged to share their views at parents' meetings and through questionnaires. The information gained from families and pupils about the effectiveness of interventions is used to inform future provision.





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### Keeping Students Safe and Supporting Their Wellbeing

#### How do you ensure that my child or young person stays safe outside of the classroom?

At Wistaston Academy, we take the safety of our pupils very seriously. We aim to ensure every child who attends our academy feels safe, stays safe and that our pupils look after each-other. Information about pupils with SEND is made available to relevant staff that will be working with the child ensuring important information is shared keeping students safe. On occasions for children with more complex needs, the school may designate a member of staff to a child for transition and unstructured times of the school day, for example, during PE lessons and at lunch and play times. The KS2 lunchtime is structured and playground is zoned to support children who find unstructured times difficult. The solar dome and Acacia's Cottage offer places to socialise over quiet activities. For pupils accessing The Hub, alternative provision is in place with adapted facilities and smaller spaces- familiar adults support this. For some pupils a detailed risk assessment will be completed and strategies will be put into place to limit the dangers identified. This will be shared with families and reviewed as risks change by the class teacher and SENDCO.

#### What pastoral support is available to support my child or young person's overall well-being?

Wistaston Academy values and respects all children and has a serious approach to bullying, difficulties children have with relationships, and the social and emotional wellbeing of children. All staff are involved with supporting the wellbeing of children and arrangements for listening carefully to pupils is undertaken daily.

##### Pastoral

All staff at school recognise that children with SEND may experience a wide range of social and emotional issues. Bespoke and commercially produced support is offered to children dependant on their specific needs, and for more general issues our circle time, SMSC and PSHE curriculum, visitors and assemblies offer a variety of lessons to support the well-being of these pupils as their needs arise. The views of families and the child will be sought to tailor interventions directly to specific needs. The school may need to approach other professionals to support this process and on occasions an assessment tool may be used to identify more specific needs, for example, a Boxall profile.

A family support worker at school also aims to offer pastoral support to both children and families and the Mental Health Practitioner is also able to signpost to and deliver specific interventions and support.

##### Friendships

The Academy uses Kagan cooperative learning structures which are designed to increase student engagement, cooperation and develops specific social skills. At less structured times of the day the school provides peer buddies and runs activities led by play leaders which are overseen by staff. There are several members of staff on duty at both playtimes and lunchtimes. Some children may require personalised social skills work throughout the school day. Key personnel will be allocated to a child to oversee their social and emotional wellbeing and will adapt intervention as needs change in liaison with their families.



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### Keeping Students Safe and Supporting Their Wellbeing

Wistaston Academy also follows the Autism friendly intervention of Friendship Terrace.

#### Peer/Sibling support

On occasion it may be appropriate to support peer groups and siblings of pupils with SEND. Naturally children have questions and these need to be answered in a professional manner maintaining the rights and dignity of the child with SEND. Referrals can be made to support groups like Young Carers if needed.

#### Bullying

The children at Wistaston Academy are taught that relationships in schools should be characterised by respect, kindness and consideration fostered by positive attitudes to behaviour. All children have a right to feel valued and safe fostering positive self-esteem. School staff support children to develop mature and happy relationships, which is an important part of the curriculum and essential to their present and future success in life.

### How will the setting, school or college manage my child or young person's medicine or personal care needs?

#### Administration of medication

Children with medical needs have the same rights of admission to a school or setting as other children. Most children will at some time have short-term medical needs, perhaps entailing finishing a course of medicine such as antibiotics. Some children, however, have longer term medical needs and may require medicines on a long-term basis to keep them well, for example children with well-controlled epilepsy or cystic fibrosis. Others may require medicines in particular circumstances, such as children with severe allergies who may need an adrenaline injection. Children with severe asthma may have a need for daily inhalers and additional doses during an attack. Most children with medical needs can attend school or a setting regularly and take part in normal activities, sometimes with some support. However, staff may need to take extra care in supervising some activities to make sure that these children, and others, are not put at risk.

Children with more severe medical or personal care needs may require an individual health care plan which helps staff identify the necessary safety measures to support children with medical needs and ensure that they and others are not put at risk. This will be written with families and relevant staff/ professionals involved with the child and reviewed annually.

#### Toileting

It is recognised that a child may require experienced support with toileting issues. Staff at the school will liaise with families and will support any toilet training programmes followed in the home environment. In some instances, the academy may seek advice with the families consent from a professional, for example, the



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school nurse or continence advisory service. On occasions, toilet training will not be appropriate and staff will encourage the child to take appropriate responsibility for their toileting. Parents/carers will be expected to supply the school with any equipment, nappies and spare clothes etc.

#### Privacy and Dignity

The Principal and staff will always treat medical information confidentially. Agreement will be reached with parents and carers as to who else should have access to records and other information about a child. However, if information is withheld from staff they will not be held responsible if they act incorrectly in giving medical assistance. Children will be given privacy when intimate care is being provided. Other children may take their medication within the daily routine of the classroom, for example, a diabetic child testing their blood. When this occurs, close adult supervision is maintained to ensure the safety and dignity of the child.

#### Sharing of medical information

Our SENDCO will be the first point of contact for medical information and will co-ordinate and share information on a child with relevant external agencies. Supply staff will also be informed of a child's medical needs if they are working with the child. As children move to different classes as the years pass, the SENDCO will ensure that information, Support Plans and individual health care plans are passed on to the new teacher. When staff agree to assist a child with medical needs, appropriate training in collaboration with local health services may be necessary. Wistaston Academy will ensure that this is put in place and work with outside agencies to achieve this wherever it is practically possible. A password protected information management system will record a child's SEND and medical needs to all staff who log onto the system.

#### Medical Appointments

The School monitors attendance of those pupils who are absent from school because of short-term or chronic illness, and close links are maintained with parents who are encouraged to support pupils with missed work. It is requested that each absence through illness is supported by medical evidence from the doctor giving appointment dates and times when medical advice has been sought. For children who attend hospital appointments on a regular basis, special arrangements may also be necessary. We will develop a written health care plan for such children, involving the parents and relevant health professionals and where possible the academy will work flexibly to support all parties involved.



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### Keeping Students Safe and Supporting Their Wellbeing

#### Training

Relevant staff are trained in first aid and caring for a child with medical needs, for example, asthma, diabetes and epilepsy. Some children with medical conditions have complex health needs that require more support. Wistaston Academy will endeavour to support all children, and further training will be delivered as new medical needs arise. Annual training will be requested for epilepsy and epi-pen use. There is a medical policy in place.

#### **What support is available to assist with my child or young person's emotional and social development? (IRR)**

All staff at school recognise that children with SEND may experience a wide range of social and emotional issues. Bespoke and commercially produced support is offered to children dependant on their specific needs, e.g. Circle of Friends and Friendship Terrace, and for more general issues circle time, SMSC and PSHE curriculum, visitors and assemblies offer a variety of lessons to support the well-being of these pupils as their needs arise. The views of families and the child will be sought to tailor interventions directly to specific needs. The school may need to approach other professionals to support this process and on occasions an assessment tool may be used to identify more specific needs, for example, a Boxall profile.

A family support worker at school also aims to offer pastoral support to both children and families. Following the appointment of the Mental Health Practitioner, staff now have a broader range of knowledge and expertise that they can access with more immediate effect. Last academic year, all staff received Emotion Coaching training.

#### **What support is there for behaviour, avoiding exclusions and increasing attendance?**

There is no place for *violence, defiance, bullying, harassment (racial or sexual), vandalism, rudeness to adults or bad language* in the school community and these must always be discouraged. Persons observing or experiencing bullying, harassment or vandalism are encouraged to enlist the help of adults in the school to resolve problems of this type. Notes about serious misbehaviour are uploaded onto the CPOMS and Arbor pupil data systems. Sanctions exist to protect individuals from these negative forms of behaviour. Solutions to problems of bullying, harassment and vandalism should offer opportunities to support and guide the wrongdoer to take a more positive role within the school. We take racist incidents very seriously and the offender will be warned that a one session exclusion will be administered if there is a repeat offence. Only in extreme circumstances would the child be excluded from school for a fixed term or permanently. It is stressed that this is a very last resort when other avenues have all been explored and/or the behaviour is of such an extreme nature that exclusion is the only reasonable response. The school follows the Cheshire East LA guidelines for exclusions.

All teaching staff (including teaching assistants) receive regular safer handling training. This aims to keep all children and staff safe throughout a school day.



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The school's family support worker closely monitors attendance. She completes home visits to collect children as well as working closely with outside agencies including the EWO to boost attendance. All attendance issues are dealt with on an individual basis taking into account their circumstances and needs with support being offered as appropriate.



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### Working Together & Roles

#### What is the role of my child or young person's class teacher?

The classroom teacher will have overall responsibility for pupils' learning and well-being, and on occasions your child may have a key worker who will support the class teacher with this role. The class teacher and if appropriate the child's key worker will be the first point of contact for parents/carers. The classroom teacher will adapt the curriculum for those pupils identified with having an aspect of SEND using the child's areas of strength and weaknesses through differentiation. The level of differentiation will differ for each individual child. For example, a child with visual impairment may benefit from using an iPad application as text can be enlarged instantly. For those children with language processing difficulties visual prompts (time trackers, visual timetables, now and next prompt cards) can be adapted to support specific barriers personalised to the child. The classroom teacher will also use, where possible, resources and equipment recommended by other professionals involved with your child.

#### Who else has a role in my child or young person's education?

The adults working with your child will be dependent on their SEND needs. Your child may have contact with the following professionals related to their education:

- The school SENDCO (co-ordinates the provision of SEND and liaises with outside agencies)
- Your child's phase leader (EYFS, Year 1-3 and Year 4-6 have different phase leaders overseeing the progression of all children)
- RWI teachers
- The school nurse
- Teaching assistants (for interventions or pastoral care)
- Speech and language therapist and assistant
- Educational Psychologist, Tim Watson, who attends for a minimum of two days each half-term.
- Outside agencies (for example, paediatricians, CEAT, Educational Psychologists, Inclusion Team, Visually Impaired team and Speech and Language services)

#### How does the setting, school or college ensure that information about a child's SEND or EHC plan is shared and understood by teachers and all relevant staff who come into contact with that child?

The school uses a password protected management systems called Arbor and CPOMS to record all information about pupils SEND and medical needs which can be accessed by all relevant staff working with your child. The SENDCO will share any new information that is received about a child through meetings, and the school also holds weekly morning meeting for all teaching/intervention staff where new information can be shared. All staff working with a child will have a copy of their First Concerns Profile or SEN Support Plan and access to their pupil cohort file, where information received from external agencies is saved.

#### What expertise is available in the setting, school or college in relation to SEND? *(IRR)*

The school employs staff with specialist knowledge of SEND, for example, a part time speech and language therapist and assistant, as well as a consultant Educational Psychologist. Other relevant staff receive regular training sessions dependent on the specific needs of the children with SEND in the academy allowing



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### Working Together & Roles

them to have a good awareness of all areas of SEND. Knowledge and good practice is shared at daily briefings and staff meetings. The SENDCO has completed the National SENDCO Award. Regular meetings are also held with the SENDCO to discuss specific needs of pupils with relevant staff.

### Which other services do you access to provide for and support pupils and students with SEND (including health, therapy and social care services)? *(IRR)*

The academy is in contact with a wide range of professionals and the services including CAMHS, SALT, educational psychologists, the autism team, paediatricians, CEIAS, social services etc. Some children will access these services in school and other children may be required to attend appointments with their families. The school organises and attends a wide range of multi professional meetings supporting families with children with SEND and well-being needs.

### Who would be my first point of contact if I want to discuss something?

Concerns should initially be raised with the classroom teacher who will refer more specialist matters to the school SENDCO who in turn will discuss them with families, staff working with the child and the child themselves where appropriate.

### Who is the SEN Coordinator and how can I contact them? *(IRR)*

The SENDCO is Karen Cutts  
kcutts@wistastonacademytrust.co.uk

### What roles do your governors have? And what does the SEN governor do?

The role of governors is to monitor and ensure quality provision across the school. There is a designated governor for SEND who will liaise with the SENDCO to ensure that those children with SEND make progress in line with the high expectations of the school. Looked after children have their own designated governor who monitors their progress.

### How will my child or young person be supported to have a voice in the setting, school or college? *(IRR)*

At Wistaston Academy the opinions, thoughts and feelings of pupils have historically and currently informed how we deliver interventions and provisions to children with SEND. The SENDCO, class teachers and leadership team regularly meet with children to discuss how they feel they learn best, for example, school staff will regularly eat with children at lunchtimes to listen to pupil voice. All children are consulted when completing their plans. They work with their class teacher to complete the Pupil Voice section. Some children attend meetings about their education where appropriate, other are able to contribute to the meetings without having to attend via written or recorded methods. On occasions a familiar adult or advocate will represent a child. The children also have a school council which regularly meeting with staff and governors to discuss educational issues.

### What opportunities are there for parents to become involved in the setting/school/college and/or to become governors?

The school is always open to parents and carers who kindly fulfil a variety of roles or are interested in developing their own experience of working in school. The Academy also encourages parents to attend workshops including Read Write Inc, to support developing their child academically at home. Parents are members of our governing body and when a term of office expires, all parents are sent a letter inviting them to apply for a parent governor position.



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## SEND Information Report



### Working Together & Roles

#### What help and support is available for the family through the setting, school or college? *(IRR)*

The SENDCO provides support to families in a variety of ways including help with completing paperwork and with access to the different outside agencies available to support their child. Families are welcome to request appointments at any time to discuss their child's progress. Furthermore, there are scheduled regular drop-in sessions for parents to attend to discuss any aspect of SEND. Our policies are available on our website.

### Inclusion & Accessibility

#### How will my child or young person be included in activities outside the classroom, including trips? *(IRR)*

Enrichment activities are available to all children irrespective of their SEND need in the school setting, for example, swimming, clubs, school discos, attendance rewards and educational visits including our residential visits. The academy will make adaptations as and when needed to ensure children's attendance at school run activities. Families will be consulted where enrichment activities will need to be adapted to ensure the best experiences for their child. Occasionally an additional adult will be allocated to a child to ensure the activity is fully inclusive.

#### How accessible is the setting/school/college environment?

Is the building fully wheelchair accessible?

Details (if required)

Are disabled changing and toilet facilities available?

Details (if required)

Do you have parking areas for pick up and drop offs?





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## SEND Information Report



### Inclusion & Accessibility

Details (if required)

Do you have disabled parking spaces for students (post-16 settings)?

Details (if required)

The Governing body of Wistaston Academy will, over a prescribed period implement, monitor, develop and review the extent to which disabled pupils can participate in the school's curriculum by improving the physical environment of the school for the purpose of increasing the extent to which disabled pupils are able to take advantage of education and benefits, facilities or services provided or offered by the school. The school building is all on the ground floor and is accessible throughout.

In accordance with our admission policy, once pupils with a Statement or EHCP have been admitted, then places are allocated in the following order:

- 1) Looked after or previously looked after pupils
- 2) Siblings
- 3) Those children attending nursery
- 4) Catchment area
- 5) Those living nearest the school

No child will be discriminated against in relation to a disability.

Pupils with SEND will be supported to access facilities in line with their peers. The level of support will differ for each individual child. For example, a visually impaired child may benefit from using an IPAD as text can be enlarged instantly. For those children with auditory difficulties, reasonable adjustments can be adapted to support specific barriers personalised to the child. The Academy will also use resources and equipment recommended by other professionals involved with your child.

Different families will have different communication needs and the academy will aim to personalise support as required. Families will have a choice of how they would like to communicate with the academy, for example, in person, by phone, by text, email or by letter. A number of school documents are translated into key languages applicable to the school. On occasions a translator can be made available for meetings and to translate any important documents.



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### Inclusion & Accessibility

A child may require a different communication approach to access the curriculum in line with their peers. A whole school non-verbal approach uses widget symbols and key staff have been trained in Makaton and PECs.

#### How will Wistaston Academy ensure all pupils are treated equally?

We ensure that:

- All pupils have an equal opportunity to participate in as many aspects of the curriculum and of school life as possible.
- The SEN and Disability Act 2001 and relevant codes of practice and guidance are implemented effectively across the school
- All pupils have full access to a broad, balanced & appropriate curriculum.
- All pupils make consistent progress at their own rate and have a positive view of their talents and potential.
- A partnership is developed between parents, pupils and school in which each have an active role.
- Multi agency partnerships are developed.

We make this a reality through the attention we pay to the different groups of children within our school:

- Girls and boys;
- Minority ethnic and faith groups;
- Children who need support to learn English as an additional language;
- Children with special educational needs;
- Gifted and talented children;
- Children with disabilities
- Children who are at risk of disaffection or exclusion.
- Children in care
- Children who have a medical need, those who are in families under stress and those who are young carers.
- Children in receipt of Pupil Premium



## SEND Information Report





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## SEND Information Report



### Transition

#### Who should I contact about my child/young person joining your setting, school or college? *(IRR)*

For information on entry please contact the school office on [admin@wistastonacademytrust.co.uk](mailto:admin@wistastonacademytrust.co.uk) who will discuss the entry process with you.

#### How can parents arrange a visit to your setting, school or college? What is involved?

The academy offers a number of open days, transition visits and meetings for Nursery and Reception starters. The school SENDCO can be made available at these times or alternatively a meeting can be arranged to share information which relates to your child's SEND needs. Please contact [admin@wistastonacademytrust.co.uk](mailto:admin@wistastonacademytrust.co.uk)

#### How will you prepare and support my child or young person to join your setting, school, or college and how will you support them to move on to the next stage, or move on to adult life? (as applicable for setting) *(IRR)*

##### Entry:

It is important that children with SEND have their needs planned for prior to entry to the academy. A meeting and visit with the Principal, senior leadership team or SENDCO will ensure key information is shared supporting transition and access to the mainstream curriculum on entry. For those children with a higher level of need a multi-agency action for inclusion meeting may be required. The meeting allows families, school and other professionals to personalise the level of provision, resources and transition required.

##### Transition to new settings:

When a child leaves the academy the transition process will need to be personalised to meet the child's needs. Close liaison with the new setting ensures an effective programme is put into place. For example, additional transition days in the new setting, a personalised transition pack for completion and the new setting visiting the child in the current setting.



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## SEND Information Report



Additional Information
<p><b>What other support services are there who might help me and my family? (IRR)</b></p> <p>The SENDCO is Karen Cutts <a href="mailto:kcutts@wistastonacademytrust.co.uk">kcutts@wistastonacademytrust.co.uk</a></p> <p>Cheshire East Information Advice and Support can be accessed by following this link- <a href="http://ceias.cheshireeast.gov.uk/home.aspx">http://ceias.cheshireeast.gov.uk/home.aspx</a></p>
<p><b>When was the above information updated, and when will it be reviewed?</b></p> <p>September 2023 to be reviewed in September 2024</p>
<p><b>Where can I find the Cheshire East Local Offer? (IRR)</b></p> <p>The Cheshire East Local Offer can be found at <a href="http://www.cheshireeast.gov.uk/localoffer">www.cheshireeast.gov.uk/localoffer</a></p>
<p><b>What can I do if I am not happy with a decision or what is happening? (IRR)</b></p> <p>The class teacher will be the first point of contact for families. If the class teacher is unable to help a senior member of staff including the Principal, Deputy Principal, Assistant Principals, senior leadership member or SENDCO can be contacted. If after discussing your concerns and you still remain unhappy, our complaints procedure can be found under the complaints policy on our website. <a href="http://www.wistastonacademytrust.co.uk/serve_file/88993">http://www.wistastonacademytrust.co.uk/serve_file/88993</a></p> <p>Guidance on what to do if you are unhappy with a decision made by the local authority regarding pupils SEND can be found on the website link for Cheshire East. <a href="#">Link</a></p>